



Job Description: Headteacher

Post: Headteacher – Adisham CE Primary School

Salary: L4-L7

Responsible to: CEO and Director of Education for the Trust

Core Purpose:

- To raise standards for all children in the academy
- To have due regard for safeguarding and promoting the welfare of children
- To support the strategic development of the academy's relevant hub
- To fully implement Trust policies, practices and strategies
- To implement a curriculum that is relevant, exciting and engaging to all children and 'brings learning to life'
- To be an ambassador for the Trust and uphold its values and aims

The Headteacher is accountable to the CEO, Director of Education and Local Advisory Body for ensuring the educational success of the school within the framework of the Academy's Development Plan and Trust Strategic Plan. The Headteacher will provide professional leadership and management to the academy, establishing a culture that promotes excellence, equality and high expectations for all pupils.

Responsibilities

This post includes a 3 days a week teaching commitment in KS2.

Provide leadership across all aspects of the internal organisation.

Ensure that non-negotiables are adhered to, without exception.

To support the Director of Education in embedding a culture of collaborative working throughout the academy, Canterbury hub and wider Trust.

Ensure effective and appropriate pastoral support is available to children within the academy.

Ensure high quality teaching in all year groups is maintained and action taken swiftly where underperformance is identified.

Ensure that all children make good progress, including where there are barriers to learning by creating a 'can do' culture, a 'no excuses' approach.

Regularly monitor and evaluate all aspects of teaching and learning including curriculum and assessment.

Ensure an inclusive and supportive approach in relation to all stakeholders.

Developing Self and Working with Others

As Headteacher of an academy within the Canterbury Hub, actively work with the SLT to support and develop strategies in order to improve all academies within the hub to achieve the highest possible standards.

Support the CEO and Trust central team in setting the academy's annual budget.

Regularly monitor the curriculum budget for the school and associated use of resources. Ensure that all allocations are kept within budget.

Promote, embed, secure and monitor all agreed school policies.

Work with the hub SLT to recruit and retain staff of the highest quality, in line with Trust policy and safer recruitment procedures.

Work with the hub SLT to deploy all staff effectively in order to improve the quality of education provided.

Manage, organise and monitor the school environment to ensure that it meets the needs of the curriculum, health and safety regulations and promotes learning.

Ensure a high standard of professional conduct for all staff and for self in line with Teachers' Standards 2013.

Working with the Trust's Director of Communication, promote the academy and Trust through the use of various media including websites, newsletters, meetings and Facebook, aligned with Trust practices and policies.

Securing Accountability

Work with the Local Advisory Body (LAB) to enable them to meet their responsibilities.

To develop the ethos of the academy that aligns with the Trust to enable everyone to work collaboratively, share knowledge and understanding, best practice and accept responsibility for outcomes across both academy and the wider hub.

Present an accurate account of the academy's performance on a regular basis to the SLT as well as other audiences including governors, staff, parents and carers.

Reflect on personal contribution to academy and hub achievements and take account of feedback from others.

Shaping the Future (Strategic Leadership)

Ensure the academy achieves its performance targets.

Demonstrate the vision and values of the Trust in everyday work and practice.

Motivate and work with others to create a shared culture and positive climate aligned with the Trust's values and ethos.

Promote the academy and develop effective and productive relationships with a wide range of stakeholders.

Secure the commitment of parents and the wider community to the vision and direction of the Trust.

Challenge, motivate and empower others to attain ambitious outcomes.

Work with the Director of Education and Trust Early Years lead to develop strategies for school readiness in Early Years.

Ensure a range of measures to achieve a positive transition from primary to secondary education.

Strengthening Community

Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.

Ensure learning experiences for pupils are linked into and integrated with the wider community.

Leading Learning and Teaching

Drive and inspire a passion for learning in every member of the school community.

Provide a model of outstanding practice to all staff in teaching and leadership.

Build a collaborative learning culture within the hub and actively engage with other academies within the wider Trust to build effective learning communities.

Ensure the effective and consistent implementation of the Trust's Teachers Appraisal Policy and other systems of quality assurance and professional development of staff.

Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs and identified through the appraisal process.

Keep abreast of educational developments and best practice in order to contribute fully to SLT strategy meetings, introduce appropriate innovation and contribute to joint practice development.

Managing the Organisation

Support the Director of Education in the production of a clear, evidence based academy development plan, implementing and monitoring its effectiveness.

Seek opportunities to invite parents, carers, community figures and those from the wider community, business or other organisations into the academy.

Effectively monitor the academy's budget to ensure expenditure is kept within allocations for curriculum, supply and training.

Regularly update the academy's strategy report and present up to date and accurate information at termly strategy meetings.

Regularly update the academy's SEF and present up to date and accurate information on request.

Equal Opportunities

Take responsibility, appropriate to the post, for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Health and Safety

Work in compliance with the academy's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the academy.

Ensure compliance with procedures is observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training, instruction and supervision as necessary to accomplish those goals.

Data Protection

To ensure compliance with the Data Protection Act (1988) and the Freedom of Information Act (2000).

Safeguarding children and Safer Recruitment

Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the Trust.

Ensure that all policies and procedures adopted by the Board are fully implemented and followed by all staff.

Ensure that sufficient resources and time are allocated to enable the designated person and child protection team to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.

Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

The role of the headteacher

Headteachers occupy an influential position in society and shape the teaching profession. They are lead professionals and significant role models within the communities they serve. The values and ambitions of headteachers determine the achievements of schools. They are accountable for the education of current and future generations of children. Their leadership has a decisive impact on the quality of teaching and pupils' achievements in the nation's classrooms. Headteachers lead by example the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff. They secure a climate for the exemplary behaviour of pupils. They set standards and expectations for high academic standards within and beyond their own schools, recognising differences and respecting cultural diversity within contemporary Britain. Headteachers, together with those responsible for governance, are guardians of the nation's schools.