

JOB DESCRIPTION

Job Title:	Headteacher
Reporting to (job title):	Chief Executive Officer
Hours of work:	Full time as specified within the School Teachers' Pay and Conditions Document
Location:	Roseacre Primary Academy and Nursery (Travel to other Trust sites may be required from time to time)
Grade:	Leadership 22 - 26

Main Purpose/Responsibility

To provide vision, leadership and direction for the school, ensuring that it is managed and organised to meet its aims and targets. Promote a secure foundation from which to achieve high standards in all aspects of the school's work.

Ensure achievement, quality of teaching, behaviour, safeguarding and leadership are all of a high standard, maintaining the excellent reputation of the school within the local area.

Actively support and model the ethos and aims of Roseacre Primary Academy and AtC.

Main Duties

General:

- Lead the strategic development of the school with integrity and equity
- Identify and deliver on the priorities and areas for development
- Be responsible for performance management of all staff ensuring development of staff at all levels
- Evaluate and report on the performance of the school as required by the local governing body, AtC leadership team and Trustees
- Ensure an effective culture for safeguarding is maintained
- Act as a role model for AtC and the school, upholding the values and establishing positive relationships with parents, the community and all partners

Shaping the Future:

- Ensure the vision is clearly articulated, shared and acted upon effectively by all
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
- Demonstrate the vision and values in everyday work and practice
- Motivate and work with others to create a shared culture and positive climate
- Ensure creativity, innovation and the use of new technologies to achieve excellence
- Ensure that strategic planning takes account of the diversity, values and experience of the school and the community at large

Leading on the Quality of Teaching:

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning
- Ensure that learning is at the centre of strategic planning and resource management

- Establish creative, responsive and effective approaches to learning and teaching
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Demonstrate and articulate high expectations and set stretching targets for the whole school community
- Implement strategies which secure high standards of behaviour and attendance
- Determine, organise and implement a curriculum that meets the needs of all pupils
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experiences of pupils
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Challenge underperformance at all levels with effective support and follow-up actions

Developing Self and Working with Others:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Build a collaborative learning culture within the school and across the trust, actively engaging with other schools to build effective learning communities
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Develop and maintain a culture of high expectation for self and others and take appropriate action when performance is unsatisfactory
- Regularly review own practice, set personal targets and take responsibility for own personal development
- Manage own workload and that of others to allow an appropriate work/life balance

Managing the Organisation:

- Create an organisational structure which reflects the trust and school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities
- Ensure that policies and practices take account of trust based, national and local circumstances, policies and initiatives
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities
- Recruit, retain and deploy staff appropriately and manage their workloads to achieve the vision and goals of the school
- Implement successful performance management processes with all staff
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Ensure that the range, quality and use of all available resource is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money
- Use and integrate a range of technologies effectively and efficiently to manage the school

Securing Accountability:

- Fulfil commitments arising from contractual accountability
- Develop a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Work with the trust leadership team to enable the school to meet its responsibilities
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences, including governors, parents and carers
- Reflect on personal contribution to school achievements and take account of feedback from others

Strengthening Community:

- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities
- Create and promote positive strategies for challenging prejudice and discrimination, dealing with harassment behaviour of any description
- Ensure learning experiences for pupils are integrated with the wider community
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development
- Seek opportunities to invite parents, carers and community figures into the school to enhance and enrich the school and its value to the wider community
- Contribute to the sharing of effective practice, working in partnership with AtC, partner schools and agencies, promoting innovative initiatives
- Co-operate and work with relevant agencies to protect children

As a member of staff at AtC:

- Conduct all activities in a professional manner at all times
- Ensure compliance with policies and procedures relating to child protection, health and safety, security, safeguarding and confidentiality
- Maintain confidentiality and adhere to safeguarding procedures
- Any other duties commensurate with the role

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.



Roseacre Primary Academy & Nursery

Excellence for all... Excellence from all