



## **John Taylor Multi-Academy Trust**

### **Headteacher: Job Description**

**Salary grade:** Leadership Group range 14 – 20

This job description may be amended at any appropriate time, following consultation between the CEO and Headteacher. It will be reviewed annually and performance management objectives will be agreed.

#### **Core of the post**

The Headteacher will support the CEO, the Local Governing Body and the Trust Board, in providing professional leadership for the school which, in turn, secures success and improvement, ensuring high quality education, improved standards of learning and achievement for all students.

- To lead school improvement through the championing of outstanding teaching, learning, and assessment.
- To contribute to and also provide leadership and management of the senior leadership team, staff and students.
- To ensure a high quality school experience for all students, securing desired outcomes.
- To implement as positively and fully as possible the vision and key objectives of John Taylor Multi-Academy Trust.

#### **General duties and responsibilities**

To carry out the duties of a Headteacher as set out in the School Teachers Pay and Conditions Document.

#### **Strategic direction and development of the school**

The Headteacher, working with the CEO, governors and senior leadership team will contribute to the development of a strategic view for the school in the community and analyse and plan for its future needs and further development. This will be undertaken within the context of, and supporting, the MAT's Strategic Plan.

The Headteacher will contribute as the lead member of the senior leadership team to the establishment of a shared vision for the school; the support and continuation of the academy ethos which promotes effective teaching and learning, which sustains improvement in the development of all students; and the development and implementation of a strategic plan.

The Headteacher will be an ambassador for the school and the Trust in the wider community, ensuring that the school is the preferred choice for local parents. They will skilfully and continually enhance the school's reputation both directly (through marketing and promotion) and indirectly (through school improvement).

## **Strategic direction and development**

- 1) To continue to develop, promote and ensure implementation of the school improvement plan across the school.
- 2) Produce short, medium and long term plans to develop the academy in relation to:
  - the aims of the school and its policies and practices
  - targets for realistic but challenging improvements
  - personnel policies and deployment
  - the leadership and management of the middle leadership team.
  - Quality Assurance.
- 3) Monitor the progress made towards achieving the targets and plans set and use this information to plan future developments.

## **Teaching and Learning**

The Headteacher as the lead member of the senior leadership team, together with the CEO, Director of the National Forest Teaching School Alliance and local governing body will seek to secure and sustain effective teaching and learning, monitor and evaluate the quality of education and standards of students' achievements, and use benchmarks and set targets for improvement.

- Plan and monitor the teaching and learning across the school.
- Ensure that teachers are clear about teaching objectives, understand the sequence of teaching and learning within their curriculum areas and communicate this to students.
- Support and provide guidance for colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of students.
- To help to establish and implement clear policies and practices for assessing, recording and reporting on student achievements in line with academy policy.
- Evaluate the teaching within all curriculum areas in the school; use this analysis to identify effective practice and areas for improvement.

Take appropriate action to improve further the quality of teaching within any curriculum area when required.

## **Efficient and effective deployment of staff resources**

The Headteacher as the lead member of the senior leadership team will deploy staff and resources efficiently and effectively in line with the Trust's vision and strategic plan.

## **Leading and managing staff**

- Lead (as required, under the direction of the CEO) the whole staff.
- Lead the middle leader group.
- Further developing the positive and professional culture within the school.
- Support and challenge colleagues throughout the school, recognising their achievements and holding them to account where necessary.

## **Recruitment**

The Headteacher will work with the CEO and governors and senior colleagues to recruit staff of the highest quality, deploying and developing staff effectively to improve the quality of education.

## **Manage resources**

The Headteacher will contribute to the budget setting process as a member of the leadership team and governors' Managing and Organising Committee.

This will be done by:

- Setting appropriate priorities for expenditure.
- Allocation of funds.
- Effective administration and financial control.
- Monitoring and review of resources in order to improve the quality of education and students' achievement.
- Ensuring value for money.

## **Accountability**

The Head Teacher as a lead member of the senior leadership team will account for the efficiency and effectiveness of the school to the CEO, governors and trustees, students, parents, staff and other members of the local and wider community. This will include effective communication, advice to governors and the Trust Board, and accountability for school performance.

## **Specific responsibility as the lead member of the senior leadership team**

- Lead member of the academy leadership team.
- Governor support/link.
- Personnel issues.
- Middle Leader management.
- Analysis and presentation of examination data and student progress measures.

## **Other professional requirements**

- To play a full part in the life of the academy, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To contribute positively and collegially to the MAT's Executive Group
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To undertake any reasonable request of the CEO and accept any reasonably delegated additional responsibility from the CEO.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may be identified.

The job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title or changes to Headteacher Standards.

Signed:..... Headteacher

Signed:..... CEO

Date:.....

Review Date:.....

# John Taylor Multi-Academy Trust

## Headteacher : Job Specification

<b>ESSENTIAL REQUIREMENTS</b>	
<b>1 Education and Training</b>  a) Qualified Teacher status b) At least 3 years' experience at senior management level. c) NPQH or willingness to undertake. d) Leadership training, NCSL etc. e) Completion of appropriate Child Protection training or Designated Senior Person training	Application form
<b>2 Relevant Experience</b>  a) Wide experience of leadership role in primary context. b) Wide experience of delivering in-service training and leading whole school training. c) Evidence of personal continued professional development. d) Have a proven track record of managing change successfully. e) Have a proven track record of leading school wide success.	Application form Interview
<b>3 Aptitude and Skills</b>  a) Ability to provide leadership, guidance and direction in a whole school context. b) Ability to demonstrate an awareness and understanding of the 'bigger picture' and the work at headship/senior leader level. c) Ability to inspire and influence people. d) Ability to share knowledge and demonstrate outstanding practice in relation to pedagogy across the whole school. e) Ability to communicate effectively and understand the views of others. f) The ability to make decisions and see a project through.	Application form Interview References

<ul style="list-style-type: none"> <li>g) Willingness to contribute to enrichment activities and lead intervention projects.</li> <li>h) Ability to accurately assess the quality of learning and teaching.</li> <li>i) Ability to analyse and use school performance data to set targets and raise standards.</li> <li>j) Excellent financial skills and management of school budgets to meet the strategic aims of the school.</li> </ul>	
<p><b>4 Knowledge</b></p> <ul style="list-style-type: none"> <li>a) A knowledge and understanding of current practice leading to success.</li> <li>b) A knowledge of effective strategies used to achieve outstanding outcomes.</li> <li>c) A deep understanding of how students learn.</li> <li>d) How to successfully lead and manage a wide range of teams.</li> <li>e) In depth knowledge of the school organisation in an academy context.</li> <li>f) In depth knowledge of the current requirements across EYFS, KS1 and KS2.</li> </ul>	<p>Application form Interview References</p>
<p><b>5 Personal Attributes</b></p> <ul style="list-style-type: none"> <li>a) To be approachable, caring and sympathetic to the needs of individuals within the school community.</li> <li>b) To be honest and trustworthy.</li> <li>c) An ability to inspire young people.</li> <li>d) A belief that school can make a difference.</li> <li>e) An educational philosophy which is broad, inclusive and student centred.</li> <li>f) A willingness to take a leading role in the school's student support development.</li> <li>g) The willingness to 'go the extra mile' when required.</li> <li>h) A team player.</li> </ul>	<p>Interview References</p>