



## **Headteacher Job Description**

### **Pay Scale – L31- 37**

This job description reflects the **National Standards of Excellence for Headteachers** (2015). These standards are built upon The Teaching Standards (2011) which apply to all teachers, including headteachers.

The appointment is subject to the current conditions of employment of headteachers, contained in the **School Teachers' Pay and Conditions** document and other current educational and employment legislation, including that of the Department for Education and EFA.

### **The Core Purpose of the Headteacher**

The core purpose of the headteacher is to provide professional leadership and management for the Academy. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success the headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all students. The headteacher should establish a culture that promotes excellence, equality and high expectations of all students. Drawing on the support provided by members of the Academy community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all students.

The headteacher is the leading professional in the school. Accountable to the governing body, the headteacher provides vision, leadership and direction for the Academy and ensures that it is managed and organised to meet its aims and targets. The headteacher, working with others, is responsible for evaluating the Academy's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the Academy's aims and objectives and for the day-to-day management, organisation and administration of the Academy.

The headteacher, working with and through others, secures the commitment of the wider community to the Academy by developing and maintaining effective partnerships with, for example, other schools, services and agencies for children, higher education institutions, employers and the Local Authority. Through such partnerships and other activities, headteachers play a key role in contributing to the

development of the education system as a whole and collaborate with others to raise standards locally.

### **Excellent headteachers : Qualities and Knowledge**

1. Articulate clear values and moral purpose for the leadership of Crofton Academy, focusing on providing a first class education for our students.
2. Communicate compellingly the Academy's vision and drive strategic leadership, empowering all staff and students to excel.
3. Model positive relationships and attitudes towards our students, and to engage parents, governors and members of the local community in the constant improvement of all that we do.
4. Lead by example, drawing on scholarship, expertise and skills, and that of those around them.
5. Demonstrate and use a sound knowledge and understanding of education and education systems, locally, nationally and globally to the benefit of our students.
6. Use political astuteness in promoting the interests of our Academy to achieve our core objectives, translating opportunities arising from local and national policy into the Academy's context.
7. Ensure that the education and interests of our students are at the centre of everything we do at Crofton Academy.

### **Excellent headteachers : Leading Learning**

8. Ensure that Crofton Academy's development is consistent with our core objectives and seeks further to serve our local community.
9. Establish a culture of "open classrooms" as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
10. Lead the improvement and development of Crofton Academy on the basis of evidence and knowledge about effective practice and to promote a strong culture of continuous professional development for our staff.
11. Promote the sharing of best practice between teachers and a culture where less good practice is challenged and improved.
12. Demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for their impact of their work on pupil outcomes.
13. Maintain and secure outstanding teaching for all students through an understanding and application of the features of successful classroom practice and curriculum design.

### **Excellent headteachers : Systems and Process**

14. Ensure the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
15. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other.

16. Identify emerging talents at all levels in Crofton academy, coaching current and aspiring leaders in a climate where excellence is the standard, leading to effective succession planning.
17. Hold staff to account for their professional conduct and practice.
18. Provide a safe, calm and well ordered environment for all students and staff, with a strong focus on safeguarding and the development of exemplary behaviour in school, local community and in wider society.
19. Establish, implement and maintain rigorous and transparent systems for performance management of all staff, addressing underperformances promptly, supporting staff to improve and valuing excellent practice.
20. Welcome strong Governance and actively support the governing body to deliver its functions ever more effectively, in particular, its functions to set school strategy and hold the headteacher to account for pupils, staff and financial performance.
21. Exercise strategic, curriculum led financial planning to ensure the equitable deployment of budgets and resources, in the best interest of achievement and the schools sustainability.
22. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for the consequences of their decision making.

#### **Excellent headteachers : Wider contribution and engagement**

23. Develop the capacity of Crofton Academy to work with other schools and improve the quality of education at a systems level.
24. Develop effective relationships with other services to improve academic and social outcomes for all students.
25. Harness the findings of well evidenced research to help contribute to the self-improving and school led system.
26. Sustain Crofton Academy as a centre of good practice for initial and continuing teacher education.
27. Inspire and influence others – within and beyond the school – to believe in the fundamental importance of education in young people’s lives and to promote the value of education.

***The applicant will be required to safeguard and promote the welfare of children and young people. The Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.***

*This job description will be used in conjunction with the Person Specification to form part of the contract of employment of the person appointed to the post.*

*It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.*

*The appointment is subject to the current conditions of employment in the Academy Teachers’ Pay and Conditions Document as they relate to headteachers.*