

Job description: Headteacher

School: Greasby Junior School

Reporting to: The Local Governing Committee, Chief Executive Officer and Trustees of the MAT

Greasby Junior School is an academy as part of Oak Trees Multi Academy Trust.

Main purpose of the job:

The Headteacher will promote and support the vision and direction of Greasby Junior School by providing the day-to-day leadership that will enable it to build success and provide high quality education for its children. The Headteacher will lead and manage the school on a day-to-day basis and is the first point of contact for all stakeholders and external agencies in matters relating to the school. The Headteacher at Greasby Junior School will be an ambassador for the school and will promote and raise its profile in the local and wider community.

The Headteacher will have strategic responsibility for the individual Academy and will support the vision and direction of the Multi Academy Trust to enable the provision of high quality education for all its pupils.

Key responsibilities:

The Headteacher will strive to undertake the professional duties of a Headteacher, as set out in the National Standards for Headship, the Headteacher will be expected to focus on the following key areas of responsibility:

The Headteacher will:

- Provide vision, leadership and direction
- Effectively manage teaching and learning
- Promote excellence, equality and high expectations for all children
- Deploy resources to achieve the schools aims
- Evaluate school performance and identify priorities for continuous improvement
- Carry out day-to-day management, organisation and administration
- Secure the commitment of the wider community
- Create a safe and productive learning environment which is engaging and fulfilling for all pupils

Core purpose of the post & key areas of responsibility

The core role of the Headteacher is to raise standards of achievement for all pupils by providing professional leadership and management.

The Headteacher:

- Must establish high quality education by leading teaching and learning, having high aspirations and developing all staff.
- Is the leading professional in the school.
- Is accountable to the Governing Body.
- Provides vision, leadership and direction for the school and ensures it is managed and organised to meet the aims and ambitions established by the governors and the community the school serves.
- Is responsible for monitoring and evaluating the school's performance and identifying priorities for continuous improvement. Priorities will include raising standards for all children and ensuring equality of opportunity for all by developing effective policies and practices.
- Will deploy resources efficiently and effectively to achieve the school's aims and objectives.

- Will be responsible for the effective day to day management, organisation and administration of the school
- Secures the commitment of the wider community to the school by developing and maintaining effective partnerships
- Along with the Governing Body, is responsible for creating a productive learning environment, which is engaging and fulfilling for all pupils

Shaping the future

Working with the Governing Body, MAT Exec Team and Trustees, to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community.

The Headteacher will:

- Ensure the vision for the school is clearly articulated, shared, understood and effectively acted upon 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, positive culture.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Work in partnership and collaboration with other schools and early years' providers.

Leading teaching & learning

The Headteacher will have a central responsibility for raising the quality of teaching and learning and for pupils' achievement, setting high expectations and monitoring and evaluating learning outcomes.

The Headteacher will:

- 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 teaching and learning which meet identified needs.
- 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 that secure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge under-performance at all levels and ensure effective intervention and follow-up action.

Developing self & working with others

The Headteacher will build a professional learning community that enables others to achieve.

The Headteacher will:

- 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 actively engage with other schools to build effective learning communities.

- Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal.
- 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 expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review their own practice, set personal targets and take responsibility for their own personal development.
- Manage their own workload and that of others to allow an appropriate work/life balance.

Managing the organisation

The Headteacher will ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.

The Headteacher will:

- Create an organisational structure which reflects the 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 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 workload 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 resources 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

The Headteacher is accountable to a wide range of groups, particularly pupils, parents, carers, governors and the MAT. The Headteacher is legally and contractually accountable to the Governing Body/Trustees for the school, its environment and all its work.

The Headteacher will:-

- Fulfil commitments arising from contractual accountability to the Governing Body/Trustees.
- Develop a school ethos which 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 Governing Body (providing information, objective advice and support) to enable it 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, carers and the MAT.
- Reflect on personal contribution to school achievements and take account of feedback from others.

Strengthening community

The Headteacher will work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children. They will collaborate with other schools, to share expertise and bring positive benefits to their own and other schools. The headteacher will share responsibility for leadership of the wider educational system.

The Headteacher will:

- Maintain and develop the school's position at the heart of the community.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Ensure a range of community-based learning experiences.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- Create and promote positive strategies for challenging prejudices and dealing with bullying and harassment.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.

Safeguarding Children & Safer Recruitment

Greasby Junior School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

The Headteacher will:

- Ensure that the policies and procedures adopted by the Governing Body/Trustees are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable the designated person and other staff 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.
- Co-operate and work with relevant agencies to protect children

MAT Specific Aspects of Job Description

- Report regularly to the Exec Team and Chief Finance Officer (CFO) and Trustees on financial management.
- Report regularly to the Exec Team and Trustees on pupil progress, including annually on SATS results and termly for teacher assessments.
- Attend Headteacher Board meetings as required.
- Work with the CFO to ensure financial regularity and control in accordance with DFE financial procedures and expectations.
- Strive to fulfil the professional duties identified in the DFEs National Standards for Headteachers.
- Promote the vision and values of Oak Trees Multi Academy Trust on a day-to-day basis.
- Work as part of the Trust and support the Trust beyond the school.