

Job Description – Headteacher

Key Responsibilities and Accountabilities:

Leadership

- Provide the vision, leadership and direction which will ensure that the school's mission is clearly articulated, shared, understood and realised
- Motivate and work with others to create a shared culture and commitment to the aims and objectives of the school
- Provide inspiration and effective leadership to the school staff and pupils to ensure that the school promotes and achieves the highest standards of teaching and learning
- As a senior leader within CSET, develop and sustain strong partnerships that strengthen and enhance the school
- Contribute professionally to the broader CSET agenda
- Develop and maintain the values of CSET

Strategic direction – shaping the future

- Work to translate the mission into agreed objectives and operational plans which will promote and sustain school improvement
- Ensure strategic planning takes account of the diversity, values and ethos of the school within the community
- Encourage creativity and innovation, ensuring the use of appropriate existing and new technologies supports the achievement of excellence
- In consultation with the CEO, Local Governance Committee and school staff, produce and implement clear evidence-based development plans, outcomes and policies for the school and its facilities
- Ensure administrative processes reflect best practice to achieve a highly efficient organisation
- Make a strategic contribution to the development of the CSET group

Leading teaching and learning

- Ensure inclusive learning and teaching are at the centre of strategic planning and resource management
- Provide inspirational leadership and effective management to foster excellent teaching and learning
- Promote high expectations and set ambitious goals for the whole school community
- Ensure consistent and continuous school wide focus on raising pupil achievement, making best use of data and benchmarks to monitor and promote progress at every level and in every pupil's learning
- Determine, organise and implement a diverse, flexible curriculum in keeping with an inclusive comprehensive school
- Work with partner schools to develop seamless transition in teaching and learning, behaviour, expectations
- Ensure high standards of behaviour and attendance

Leading the organisation – staff

- Provide an organisational structure which reflects the school's values and enables the management systems, structures and processes to work effectively
- Recruit high quality staff and build capacity by development and succession planning
- Ensure the clear, consistent and effective use of performance management arrangements in which each member of staff achieves their best
- Acknowledge the responsibilities and celebrate the achievement of individuals and teams

Key Responsibilities and Accountabilities:

- Ensure a climate of reflective practice and professional development that enables all members of staff to flourish
- Ensure that professional duties are fulfilled
- Annually review own practice, agree personal targets and take responsibility for own personal development
- Ensure a culture of collective responsibility and working together to foster success

Managing the organisation – finance and resources

- Provide high quality financial strategy and creative, effective and efficient resource management, including the deployment of staff, in order to achieve the school's educational goals and priorities
- Manage the school environment efficiently and effectively, with clear attention to sustainability, to ensure it meets the needs of the curriculum and complies with health and safety regulations
- Ensure that legal requirements regarding safeguarding are implemented

Accountability

- Encourage a school ethos which enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Develop an organisation in which all staff recognise that they are accountable for the success of the school
- Work with the CEO to provide information, objective advice and support to enable the Local Governance Committee to meet its responsibilities
- Present a coherent, understandable and accurate assessment of pupil and whole school progress and achievement

Strengthening Community

- Build a rich and inclusive culture and curriculum
- Create proactive, entrepreneurial and effective links with the community
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development
- Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting cohesion, locally, nationally and internationally
- Ensure that the school remains at the leading edge of education thinking and practice, has the widest view and the clearest understanding of what constitutes its community, developing further the already deep community links
- Act at all times as an ambassador for the school and CSET in a manner which upholds its values and ethos

Reporting

- The Headteacher of the school reports to the CEO, who reports to the CSET Board. The Local Governance Committee will also work closely with the Headteacher in its responsibility to act as a 'critical friend' to the school and to discharge good governance.