



## Job Description

<b>JOB PROFILE NAME:</b>	<b>Headteacher / Principal</b>
<b>LINE MANAGED BY:</b>	<b>Chief Executive Officer</b>
<b>PROFESSIONALLY REPORTS TO:</b>	<b>Chief Executive Officer</b>

### Purpose of the Job

To provide professional leadership to the Academy, which secures its success and the maintenance of outstanding teaching and learning so ensuring high quality education for all their pupils and high standards of achievement and attainment.

### Key Objectives of the Job

The role will involve taking responsibility in developing the Trust vision for education within the Academy. The Headteacher / Principal will be responsible for leadership and management of the Academy with a focus on promoting the Academy both internally and externally with stakeholders across the community it serves. Key objectives of the role will include:

- Providing dynamic leadership and management to the pupils, parents and staff at the Academy to ensure its long-term success.
- Providing inspirational leadership with a can-do approach to the Academy and the Trust to enhance the overall culture of the Trust.
- Responsibility for the performance management of the leadership team within the Academy.
- Leading curriculum innovation and practice, playing a leading role in monitoring, reviewing and evaluating the curriculum.
- Commitment to continuous improvement both within the Academy and through collaboration across the Trust.
- Setting and maintaining high teaching standards within the Academy with the senior leadership team to ensure that all pupils receive a high-quality education within the Trust.
- Developing a culture of high expectations within the Academy.
- Monitoring, challenging, supporting and, where necessary, intervening to ensure outstanding provision.
- Providing direct CPD to staff at the Academy and to other Trust academies.
- Managing staff, including annual PM reviews and monitoring and evaluating the quality of the Academy's teaching and learning standards.
- Liaising with the local authorities and other bodies to ensure a coordinated and planned approach to education provision in the area.
- Leading on PR, especially with regard to attracting other schools to the Trust.
- Accountability for standards and reporting to the Local Governing Board and the Trust Board as appropriate.
- Liaising closely with the CEO and Trust Central Team on all matters relating to the Academy and the Trust.
- Appropriate use and deployment of Trust support services to academies, including HR, finance, ICT and estates.
- Maintain appropriate records and provide relevant, accurate and up to date information for whole school data and reports.
- Implementing the Trust's Health and Safety Policy in the academy.
- Actively promote the inclusive ethos of the trust schools, providing a professional role model for all staff in creating a school climate and culture that is supportive for staff, pupils and parents.
- Performing other such related tasks as shall be required from time to time by the CEO of the Trust.

### Job Level Overview

The role is to take responsibility for a specific academy within the Trust. Provide the leadership of the Academy, working within the context of the Trust, to ensure the success of the Academy, as an organisation and the individuals within it.

Take responsibility for the academy as the legally recognised Head teacher with accountability for safeguarding and



standards.

To share in the functions of the senior leadership of the Trust.

The role is required to focus both internally in terms of maintaining the teaching success of the academy, and also externally with a focus of maintaining external relationships including local businesses and the community with the focus of enhancing and developing the academy in collaboration with other academies in the Trust.

## Operational Accountabilities

The Headteacher / Principal is accountable to the Local Governing Board and the Trust Board. The successful candidate will be expected to deliver the following operational accountabilities:

- Set the strategic long-term direction of the Academy providing clear vision and establishing key performance measures.
- To lead on developing appropriate curriculum pathways, resources, schemes of work and teaching strategies.
- Actively advise the Governors and the Trust of any educational developments and items which may impact the future direction of the Academy and the wider Trust.
- Report regularly and provide objective advice and support to the Local Governing Board to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Focus on strengthening the Academy and the Trust position in their communities by enhancing partnerships and establishing links with the communities to extend opportunities outside of the classrooms.
- Be responsible for day-to-day management and care of the school environment to support and enhance high quality learning.
- Lead on strategic planning and development of the Academy Improvement Plan with planning horizons typically up to 3 years.
- Be accountable for the approach to academy self-review, monitoring the quality and impact of the work of the Academy.
- Develop an organisation in which all the staff recognise that they are accountable to you for the success of the Academy.
- Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the Academy's targets for improvement.
- Ensure that the Academy complies with any relevant statutory requirements including safeguarding and child protection.
- Manage Health and Safety and HR policy and standards.

## Financial Accountabilities (Resource Management)

The Headteacher / Principal of the Academy will have the following financial responsibilities:

- Be accountable for the academy's financial performance and risk management.
- Be accountable for compliance to Trust Governance standards.
- Ensure compliance with Victorious Academies Trust financial policies, procedures and standards.
- Work with the Trust finance team to set budgets and work within all relevant guidelines.
- Promote innovative ways to add value and reduce costs within the team.
- Contributing to the efficient/effective use of physical resources.

## People Accountabilities

The Headteacher / Principal will have the following accountabilities for staff:

- Overall responsibility for staff and staffing levels within the Academy.
- Providing leadership, guidance and support to staff in relation to teaching and learning and positive behaviour management.
- Ensuring compliance with HR policy and procedures.
- Foster good working relationships with staff within the context of equal opportunities.
- Determining resource requirements and allocation of appropriate staffing resource.



- Identifying people related risks and suggests solutions.
- Be involved as appropriate in the selection and recruitment of high-quality staff delivering appropriate induction and probation monitoring.

## Knowledge and Applied Skills

- QTS plus NPQH or equivalent management qualification / experience.
- First Degree or equivalent.
- Possesses deep knowledge of school improvement, teaching and learning.
- Have a successful career in senior leadership and evidence of long-term performance measurement.
- Be a dynamic, confident, enthusiastic, inspirational leader with drive and energy who is decisive but measured.
- Have experience of the proactive and successful management of effective change programmes within education.
- Be able to translate strategic intent into agreed objective and operational plans that will ensure outstanding quality in all aspects of provision.
- Experience of developing and sustaining effective relationships with education and external stakeholders.
- Aware of the trends in the education sector and seeks to deepen knowledge of issues and drivers.
- Likely to have in excess of 5 years managerial experience.

## Additional Role Information

Salary and benefits package in line with the National Standards for Leadership Pay.

The standards expected of a Headteacher as set out in the Headteachers' standards 2020 document apply to this post.

## Person Specification

Attributes:	Essential:	Desirable:	How tested:
Education	Degree QTS	Master's degree Higher degree qualification, Postgraduate courses.	AF
Professional Development	Evidence of sustained participation in professional development, especially a school leadership programme or similar. Experience of leading effective professional development.	Leading CPD with other schools / agencies.	AF
Teaching	Evidence of successful teaching in a variety of classroom contexts across the foundation and primary age range.	Experience of a wider range of schools and other educational establishments	AF/I
Schools	Experience of leading a major school improvement programme which has had demonstrable impact on improving teaching and achievement.	Experience of school-to-school improvement initiatives.	AF
Leadership and Management Responsibility	At least three years' experience as a senior leader, including successful experience of: <ul style="list-style-type: none"> <li>• strategic planning;</li> <li>• performance management;</li> <li>• staff development;</li> <li>• school / community development;</li> <li>• child protection and safeguarding; and</li> <li>• involvement with outside agencies or partners</li> </ul>		AF/I
Resources	Successful experience of: <ul style="list-style-type: none"> <li>• appointing and inducting staff.</li> <li>• knowledge of schools financing.</li> <li>• successful management of staff.</li> <li>• focusing deployment of resources on effective teaching and learning.</li> </ul>	Experience of working with external partners to enhance educational opportunities. Successful experience of: <ul style="list-style-type: none"> <li>- managing, monitoring and controlling a budget</li> <li>- premises management</li> </ul>	AF/I
National Framework	Knowledge and understanding of the statutory requirements for education and the OFSTED Framework. Familiarity with national policies and the implications of academy status.	Accreditation as an external advisor or OFSTED inspector equivalent.	AF/I
Teaching and Learning	Knowledge and experience of improving the quality of teaching and learning. Knowledge of effective actions to improve progress of vulnerable groups and prepare pupils to live in a culturally diverse society.		AF/I
Standards	Know the characteristics of an effective school and strategies to raise pupil achievement, effectively manage behaviour and improve attitudes to learning. Knowledge of how to maximise progress for pupils with	Experience of working in a school-to-school context to raise standards and improve	AF/I



Attributes:	Essential:	Desirable:	How tested:
	<p>SEN. A strong understanding of data management. Understanding of how to set appropriate pupil targets and measure value added.</p>	<p>provision especially 'closing the gap'.</p>	
Curriculum	<p>Understanding of how to develop a curriculum which is broad and balanced and meets the needs, aptitudes and interest of pupils. A willingness to embrace our approach to, discovery, adventure and explanation within the curriculum. A good understanding of assessment, recording and reporting and how it is used to raise achievement.</p>	<p>Experience of leading curriculum development across the age range of the school and working with external partners to support this process.</p>	AF/I
Parents and Community	<p>Understanding of the role which can be played by parents and the community to improve pupil learning and standards. Experience of working directly with parents to raise standards and involvement with the local community.</p>	<p>Working with and supporting community projects.</p>	
Governance	<p>Knowledge of effective governance and how to develop the role of the Local Governing Board. First-hand experience of successful work with governors.</p>		
Leadership	<p>Ability to lead, provide a clear vision, inspire and engender respect. Understands and takes account of the longer-term direction of education and learning. An incisive and clear strategic thinker. Ability to motivate pupils and staff, delegate responsibility, set personal high standards and provide a focus for improvement.</p>		I
Management	<p>Ability to prioritise for self and others. A practical ability in coaching and developing others in order to improve performance and promote career development. The ability to establish and use monitoring systems, including Ofsted criteria, to determine progress and measure effectiveness. Ability to manage underperformance. Resilience under pressure.</p>		AF/I
Relationships	<p>Self-awareness of the impact of own behaviour on others and the ability to respond appropriately to achieve results. Commitment to the Trust's and schools' wider communities.</p>		I
Interpersonal and communication skills	<p>Ability to express ideas clearly and concisely in writing and orally. Confident in the use of ICT and understands its impact both on internal and external relationships and learning. Flexible and approachable. Resilient under pressure. Able to deal sensitively with people and resolve conflicts.</p>		I



Attributes:	Essential:	Desirable:	How tested:
	Positive and energetic approach to work.		
Education Philosophy	A commitment to raising achievement through partnership within the Trust, leaders, parents and other agencies. A determination to be outstanding and a desire to fulfil every pupil's potential. A willingness to support the ethos and vision of the Trust.	An understanding of the way schools can promote values and a moral code.	I
Staff Development	Commitment to the professional and career development of all staff, teaching and non-teaching. Experience of leading Performance Management. Evidence of supporting staff development.	Played leading role in establishing a staff development programme.	AF/I
Inclusion	An active commitment to promote an inclusive ethos for the Trust and the Academy.	Evidence of effectively managing a fully inclusive system.	AF/I
Equal Opportunities	Commitment to equality of opportunity and meeting the needs of all pupils.	Understanding of the need to provide and promote positive role models.	AF/I

AF = Application Form

I = Interview and other activities