

**TEACHING STAFF**  
**JOB DESCRIPTION**

<b>ROLE TITLE</b>	Headteacher
<b>CONTRACTED HOURS</b>	Full time / year round
<b>LOCATION</b>	Westfield Primary Academy
<b>GRADE / SCALE POINT – SALARY</b>	Leadership range L15 – L21 with potential enhancement for an exceptional candidate.
<b>REPORTING TO</b>	Local Governing Body, Trust CEO
<b>START DATE</b>	September 2019 (or earlier if possible)

**INTRODUCTION**

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance. All members of the Trust are responsible personally and collectively for supporting pupils in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the Core Values at all times;
- Nurturing passions and interests and stimulating their intellectual curiosity;
- Continuously raising aspirations and self-esteem;
- Intentionally developing Leadership
- Contributing to the wider range of opportunities offered by and for the school community;
- Actively supporting and promoting pupil voice;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils.

**JOB PURPOSE**

To deliver and sustain educational excellence in teaching and learning throughout the school and more widely as part of the Trust's Senior Leadership Team, through a range of Leadership strategies.

**KEY TASKS & RESPONSIBILITIES**

**STRATEGIC DEVELOPMENT**

1. Challenge educational under-achievement and inspire children to reach their full potential and achieve our trust aim of '*Results Plus*' for every child;

2. Establish and develop the school as a centre of educational excellence and success, developing partnerships with pupils, parents, the local communities and other schools across the Trust and beyond;
3. Manage the organisational and educational change necessary to achieve and sustain success;
4. Continuously develop the physical environment and facilities of the school to provide a positive, welcoming and safe environment for learning;
5. Take overall management responsibility for all resources - administration (including finance administration), maintenance, catering and cleaning;
6. Report regularly as required to relevant committees of the governing body and undertake all responsibilities detailed in the governing bodies' schedules of delegation;
7. Actively participate as a member of the Trust's Senior Leadership Team to the development of the Trust as a whole.
8. Implement and monitor the operation of policies and procedures to successfully deliver the school's strategic development;
9. Implement and maintain the school's improvement plan and self-evaluation procedures;
10. Develop and implement a clear and progressive staffing strategy;
11. Instil a culture of common accountability in all staff for pupil performance and attainment;
12. Ensure all statutory requirements are met.

### **TEACHING AND LEARNING**

1. Advocate and develop innovative ways of teaching and learning to meet the needs of pupils of all abilities through the continuing development of a broad, balanced and stimulating curriculum;
2. Provide a sound foundation for pupils' learning and monitor progress carefully;
3. Ensure a wide range of activities for pupils to give them confidence in their ability to take on new challenges, raise aspirations and increase self-belief;
4. Encourage and promote the creative use of ICT to support teaching and learning;
5. Recognise and celebrate the distinctive nature of the school by encouraging a wide range of extra-curricular trips and activities and ensuring that traditions are respected;
6. Provide a safe and healthy environment in which pupils' wellbeing and welfare can be nurtured;
7. Foster a lively and welcoming ambience in which high standards of behaviour encourage learning and social development;
8. Report each term on each school's educational performance to the governing body.

### **LEADING AND MANAGING STAFF**

1. Take overall operational responsibility for the leadership, internal organisation, management and daily running of the school;
2. Liaise with the governors and oversee recruitment and selection of Teaching and Support staff to meet the short and longer term needs of the school and its pupils;
3. Maximise the contribution of all staff to improving the quality of education provided and standards achieved through development and effective implementation of staff policies, procedures and working practices;
4. Manage effectively the deployment, appraisal, performance and development of all staff;
5. Exercise the school's duty of care regarding staff welfare;
6. Promote, encourage and support initiative and team working, both within the school and more widely with other schools across the Trust.

### **FINANCIAL MANAGEMENT**

1. Work with the school's Business Manager to advise the Governing Body on the formulation of the annual budget in order to ensure that the school secures its objectives;
2. Plan, manage and monitor the curriculum within the agreed budget; setting appropriate priorities for expenditure, allocating funds and ensuring effective administration control.

### **SITE AND PREMISES MANAGEMENT**

1. Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements;
2. Ensure that the allocation and use of accommodation/resources provides a positive learning environment that promotes the highest achievements during and after the transitional process.

### **COMMUNICATIONS AND PARTNERSHIPS**

1. Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement;
2. Develop and sustain positive working partnerships with parents and carers;
3. Develop and encourage good relations between the school and the local community, and the school and the pre-school on-site;
4. Work effectively with all external agencies.

### **SAFEGUARDING**

1. Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times. The Headteacher under the guidance of the

Governors and the Trust's Executive Team, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies;

2. Act as the Alternate Designated Safeguarding Lead;
3. The post holder is required to hold a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

**GENERAL**

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Director of Education (Primary) or a member of the Trust Executive Leadership Team which fall within the scope of the post

**PERSON SPECIFICATION**

**HEADTEACHER**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIREABLE</b>
<b>KNOWLEDGE</b>		
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• First degree / training certificate</li> <li>• Recent professional development relevant to a senior leadership role in an educational setting.</li> </ul>	<ul style="list-style-type: none"> <li>• NPQH (or working towards)</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• A proven track record in achieving the highest standards of attainment and progress for all groups of pupils</li> <li>• Proven leadership and management experience and expertise at senior management level:               <ul style="list-style-type: none"> <li>• Curriculum development</li> <li>• Policy Development</li> <li>• School improvement planning</li> <li>• Performance management</li> </ul> </li> <li>• Working in partnership with parents and external agencies</li> <li>• Evidence of experience in key characteristics of leadership in primary education, including:               <ul style="list-style-type: none"> <li>• Making considered decisions and taking responsibility for the outcomes.</li> <li>• Delegating and sharing leadership.</li> <li>• Encouraging, supporting and motivating people, including pupils, staff and parents.</li> </ul> </li> <li>• Challenging, influencing and motivating others to attain high goals.</li> <li>• Record of successfully implementing initiatives to raise standards</li> <li>• Experience of analysing and using school performance data.</li> <li>• Current knowledge of teaching technologies, their use, implementation and impact.</li> </ul>	<p>Successful leadership of strategic initiatives.</p> <p>Relevant experience in more than one school.</p> <p>Successful and varied teaching experience throughout the relevant phases / key stages.</p> <p>Relevant financial experience.</p> <p>The ability to work at the head of, and in the midst of, a staff team.</p> <p>Experience of working within a Multi-Academy Trust.</p>
<b>KEY SKILLS AND ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Understanding of SEND.</li> <li>• Commitment to an educational provision of the highest quality.</li> <li>• Evidence of commitment to lifelong learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Counselling and mediation skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with a wide range of people.</li> <li>• Good interpersonal skills.</li> <li>• Ability to work under pressure and to time and targets.</li> <li>• Ability to prioritise and delegate appropriately, but also knows when to accept support from others including colleagues and governors.</li> <li>• Ability to develop and maintain good working relationships.</li> <li>• A commitment to maintaining the school's current identity within the overall ethos and values of the Trust.</li> <li>• Evidence of commitment to model the school's core values.</li> <li>• Experience in delivering strategies which encourage parents and carers to support their children's learning.</li> <li>• Evidence of commitment to involving parents and the community in supporting the learning of children and in defining and realising the school's vision.</li> <li>• Proven ability to think creatively and bring fresh ideas to a school that is already achieving very high standards.</li> </ul>	
<p><b>OTHER QUALITIES</b></p>	<ul style="list-style-type: none"> <li>• Proven ability to deliver strategies which encourage parents and carers to support their children's learning.</li> <li>• Commitment to involving parents and the community in supporting the learning of children and in defining and realising the school's vision.</li> </ul>	