THE ROLE

Headteacher- Higham Lane School  
  
JOB PURPOSE SUMMARY  
To provide outstanding leadership and management of the school and designated aspects of the Trust’s work to secure sustainable success and ensure the highest standards of curriculum experience, teaching and learning, behaviour, attendance, safeguarding and personal development for its pupils.

To meet the expectations of the Headteachers’ Standards 2020.   
KEY RESPONSIBILITIES AND ACCOUNTABILITIES  
**1. Serving the Higham Lane Trust’s schools**  
1.1. Support the activities of the Trust.  
1.2. Contribute to the development and delivery of the Trust.  
1.3. Play an active role in the family of schools and academies.  
1.4. Share excellent practice and learn from, with and about other schools in the Trust.  
1.5. Liaise effectively with, and support the work of, the Trust to enable it to ensure the effectiveness of all its schools and academies.  
1.6. Ensure that all activities within the school serve the vision, strategic direction and priorities outlined by the Trust.  
**2. Strategic direction and development of the school**  
2.1. Provide strategic leadership and direction of the school.  
2.2. Provide inspiring and purposeful leadership for the staff and pupils within a caring and secure  
environment.  
2.3. Ensure that all those involved in the school are committed to its ethos, aims and values, are motivated to achieve them and are involved in meeting long, medium and short-term objectives and targets, which secure the educational success of the school.

2.4.Work in partnership with the Trust, Local Governing Body, pupils, staff, parents/carers and  
other stakeholders to instil the ethos and values, which underpin all activities within the school.  
2.5. Create and implement strategic development plans underpinned by sound financial planning, which identify short, medium and long-term priorities and targets for achieving and sustaining excellence.  
2.6. Regularly monitor and evaluate the performance of the school and respond and report to the Trust and Local Governing Body.  
2.7. Implement the Trust’s policy on equal opportunities for all the staff and pupils.  
2.8. Ensure that management, finances, organisation and administration of the school support its vision and aims.  
2.9. Ensure that policies and practices take account of national, local and school expectations and data including inspection and the outcomes of school self-review.  
2.10. Maintain positive relationships with strategic partners at all levels, both within the Trust and in the wider community.  
**3. Teaching and Learning**  
3.1 Create and maintain an ethos of excellence and endeavour that promotes and secures outstanding teaching, excellent learning and the highest standards of achievement, including for those pupils with special educational needs and those who are disadvantaged.  
3.2 Organise, implement and monitor the curriculum and its assessment and ensure that it:  
3.2.1 Is broad and balanced and provides a focus on appropriate academic knowledge, skills and understanding for all pupils.  
3.2.2 Enables all learners to achieve the English Baccalaureate.  
3.2.3 Is relevant to the needs of all pupils.  
3.2.4 Fulfils the school’s legal responsibilities.  
3.2.5 Leads to outstanding achievement by all pupils, regardless of prior ability, needs or disadvantage.  
3.3 Ensure that the highest standards in literacy, numeracy and ICT are achieved by all pupils, including those with special educational needs and those who are disadvantaged.  
3.4 Determine, organise and implement a programme for pupil personal development and character education, including the personal, spiritual, social, moral and cultural development of pupils.  
3.5 Monitor and evaluate the quality of teaching, and standards of learning and achievement of all pupils in the school.  
3.6 Determine and implement policies and procedures which promote:  
3.6.1 Character development, self-discipline and commitment to British values, the rule of law and active citizenship.  
3.6.2 Outstanding conduct and behaviour and the development of exemplary citizens with outstanding values.  
3.6.3 Positive strategies for developing excellent understanding of and respect for other faiths, cultures, traditions and communities.  
3.7 Create and sustain an effective partnership with parents/carers to support and improve pupils’ achievement and personal development.

3.8 Develop effective links with the community, including voluntary organisations, businesses and enterprises, to extend the curriculum and enhance teaching and learning.  
3.9 Promote extra-curricular and super-curricular activities across the curriculum.  
3.10 Participate in teaching pupils in the school to such an extent as may be appropriate having regard to the Headteacher’s other duties.

3.111 Contribute to the development and improvement of teaching across the schools and academies within the Trust.   
**4. Leading and managing staff**  
4.1. Provide supportive, developmental, effective and regular operational leadership and management of senior and middle leaders with delegation of responsibilities, strong two-way communication, regular oversight and feedback.  
4.2. Participate in the recruitment and selection of teaching and non-teaching staff.  
4.3. Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear and appropriate delegation of tasks and devolution of responsibilities.

4.4. Implement and sustain effective systems for the management of staff performance including the development and maintenance of a culture of high trust, high expectations of self and of others, taking appropriate action when performance is below expectation.  
4.5. Lead, co-ordinate and monitor the continuing professional development of staff and Early Career Teachers.  
4.6. Ensure that professional duties are fulfilled, including those of the Headteacher.  
4.7. Arrange for the Deputy Headteacher or suitable other persons, to assume responsibility for the discharge of the Headteacher’s responsibilities at any time when absent from school.  
4.8. Develop excellent working relationships with staff, pupils, parents/carers, governors, the community and other stakeholders within and beyond the Trust.  
**5. Efficient and effective deployment of staff and resources**  
5.1 Lead the development of school-level policies and procedures concerning the school’s resource and asset management.  
5.2 Set appropriate priorities for expenditure, allocation of funds and effective administration and control by:  
5.2.1 Effective management of the school’s budget.  
5.2.2 Rational allocation and monitoring of time, space and material resources.  
5.2.3 Ensuring effective and safe arrangements for the situating and storage of material and equipment.  
5.3. Use financial opportunities to improve and develop the school building and site, and manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations.  
5.4 Make arrangements for the security and effective supervision of the school buildings and site, their contents and the grounds.  
5.5 Ensure that any lack of maintenance, repairs or modification, including breaches of health and safety legislation, is acted upon promptly and in accordance with the delegation arrangements of the Trust.  
5.6 Ensure effective working relationships with external agencies and services contracted to the school and the Trust.  
5.7 Work with the Trust to recruit and retain staff of the highest quality and assist in their professional development.  
**6. Accountability**  
6.1. Create and develop an organisation in which all staff are enthused by, are fully committed to and recognise that they are accountable for the success of the school.  
6.2. Present a coherent and accurate account of the school’s performance in a form appropriate to a range of audiences, including the Trust, governors, staff, parents/carers, the local community, OFSTED, and others to enable them to play their part effectively.  
6.3. Ensure that parents/carers and pupils are well-informed about the curriculum, attainment, behaviour, attendance, safeguarding and progress, and about the contribution they can make in supporting their child’s learning and achieving the school’s targets for improvement.  
6.4. Maintain such records of the school as are appropriate to communicate its development, improvements and achievements.  
6.5. Carry out any other such duties as may be reasonably required by the Trust.

**7. Other responsibilities**  
7.1. Promote the Trust’s vision.  
7.2. Champion the Trust’s values.  
7.3. Contribute to the wider life of the Trust, its schools and its community through out of hours and partnership work.  
7.4. Carry out any such duties as may be reasonably required by the Trust.

**8. Records management ???????**  
8.1. All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for recordkeeping as part of the role. Employees are required to be conversant with the Trust’s policies and procedures on records management.

*This appointment is with the Higham Lane Trust. The job description forms part of the contract of employment of the person appointed to* *this 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 terms and conditions outlined in the ‘Higham Lane Trust Contract’.*