

## FOREST OAK SCHOOL & MERSTONE SCHOOL



<b>Job Title:</b> Executive Headteacher	<b>Salary Grade:</b> L32 – L38 (starting salary negotiable)
<b>Responsible to:</b> Chair of Local Governing Body	<b>Hours:</b> Full Time
<b>Starting Date:</b> September 2022	<b>Review Date:</b> Annually

### Main Purpose and Key Responsibilities of Job

The job description is subject to the general conditions of service for headteachers as set out in the current School Teachers Pay and Conditions document. The job description is not a comprehensive definition of the post. Discussions will take place on a regular basis, as part of staff appraisal, to clarify individual responsibilities within the schools.

To support the Local Governing Body in providing strategic leadership for both Forest Oak and Merstone schools and constantly striving for success and continuous improvement and ensuring high quality education for every pupil. In conjunction with the Local Governing Body to provide professional leadership which secures the success and improvement of the school. To ensure high quality education and care for the pupils so that they are safe and happy at school, enabled to be successful learners and thus achieving high standards. To drive forward and promote the shared vision and values of the schools and ensure that robust systems and structures are in place to enable all staff to meet the needs of every pupil. To relentlessly strive to raise standards.

- Principal lead for teaching and learning across the schools
- To ensure safeguarding is highly effective in the schools.
- To promote and safeguard the welfare of all pupils, staff and others associated with the schools
- Lead appraiser and coordinator for staff performance management across the schools (SLT, multi-agency staff, non teaching staff and all classroom staff)
- Strategic lead for budgetary control and finance management across the schools supported by the School Business Manager
- Principal lead and coordinator for school's development and evaluation procedures including quality assurance
- Coordinate the development and implementation of whole school policies within the schools
- Coordinator for recruitment and induction of new staff for the schools and Lead Mentor for ECTs
- Principal lead for supporting the mental health & well-being of the school community

This job description may be amended at any time, following consultation between the Chair of the Local Governing Bodies and member of staff and will be reviewed annually.

## **Duties and responsibility**

### **A) Strategic direction and development of the schools / 'Shaping the Future'**

1. To work with the Local Governing Body, to develop a strategic view for the schools in its community and analyse and plan for the future needs and further development of the schools within the local, national and international context
2. To formulate overall aims and objectives for the school and policies for their implementation that reflect the strategic vision for the schools.
3. To create an ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, emotional and physical development and prepare them for the opportunities, responsibilities and experiences of adult life.
4. To ensure safeguarding is highly effective in the schools.
5. To develop with staff, pupils, parents and Governors, statutory policies relevant to the needs of the school.
6. To secure the commitment of parents and wider community to the vision and direction of the school; to create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.
7. To ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting long, medium- and short-term objectives and targets which secure the educational success of the school.
8. To ensure that the management, finance, organisation and administration of the school support its vision and aims.
9. To ensure that policies and practices take account of national, local and school data and inspection research findings.
10. To monitor, evaluate and review the effects of policies, priorities and targets of the school in practice and take action if necessary.

### **B) 'Leading Learning & Teaching'**

1. To work with the Local Governing Body to secure and sustain effective teaching and learning throughout the school and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement.
2. To ensure that all pupils receive a high-quality education through a programme designed to promote a stimulating style of learning in a safe and healthy school environment.
3. To ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
4. To ensure that learning is at the centre of strategic planning and resource management.
5. To establish creative, responsive and effective approaches to learning and teaching.
6. To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
7. To be able to demonstrate and articulate high expectations and set stretching targets for the whole community.
8. To be able to implement strategies which secure high standards of behaviour and attendance.
9. To be able to determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.

10. To be able to take a strategic role in the development of the new and emerging technologies to enhance and extend the learning experiences of pupils.
11. To monitor, evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels and ensure effective corrective action and follow up is undertaken.
12. To ensure that the pupils EHCP's are reviewed on an annual basis and that the provision identified in the plans are in place for pupils – liaising with host local authority.

**C) Leading and managing staff / 'Developing Self & Working with Others'**

1. To lead, motivate, support, challenge and develop staff to secure improvement
2. To maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils.
3. To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for teachers and other members of staff, in work carried out in school and work carried out elsewhere.
4. To implement and sustain effective systems for the management of staff performance, incorporating performance review and targets, and where appropriate targets relating to pupils' achievement.
5. To participate in arrangements for headteacher performance management.
6. To ensure that trainees, newly qualified teachers and early career teachers are appropriately trained, monitored, supported and assessed in relation to the standards for Qualified Teacher Status, the Career Entry Profile and standards for induction.

**D) Efficient and effective deployment of staff and resources / 'Managing the Organisation'**

1. To deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context
2. To work with Governors and colleagues to recruit staff of the highest quality available ensuring safer recruitment processes are followed.
3. To work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided.
4. To advise the governing body and implement decisions in relation to staffing.
5. To advise the governing body on the adoption of effective procedures to deal with the competence and capacity of staff.
6. To advise Governors on appropriate priorities for expenditure, allocate funds and ensure effective administration and control.
7. To manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations.
8. To make arrangements, if so required, for the security and effective supervision of the school buildings, contents and grounds, ensuring that any lack of maintenance is reported to the maintaining authority.
9. To undertake responsibilities as defined in the LA's Health and Safety Policy and/or such Health and Safety Policy as the governing body may have determined.
10. To ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially hazardous activity.
11. To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
12. To ensure that staff are encouraged to attend appropriate and relevant training.

### **E) 'Securing Accountability'**

1. To be accountable for the efficiency and effectiveness of the school to the Local Governing Body and others, including pupils, parents, staff, local employers and the community
2. To provide information, objective advice and support to the Local Governing Body to enable it to meet its responsibilities for: securing effective teaching and learning, improved standards of achievement and for achieving efficiency and value for money.
3. To report to the Local Governing Body on the discharge of the headteacher's functions and the affairs of the school.
4. To create and develop an organisation in which all Governors and staff recognise that they are accountable for the success of the school.
5. To present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, Local Governing Body, the LA, the local community, OFSTED and others, to enable them to play their part effectively.
6. To ensure that parents and pupils are well-informed about the curriculum, attainment and progress and about the contribution that they can make to achieving the school's targets for improvement.
7. To report to the Governors annually on the performance management of teachers at the school in relation to the School Teachers Pay and Conditions Document.
8. To provide information about the work and performance of staff where it is relevant to their future employment.

### **F) 'Strengthening Community'**

1. To promote community cohesion by developing a school culture and curriculum which takes account of the richness and diversity of the school's communities and promotes equality of opportunity and inclusion for different groups of pupils within the school.
2. To create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
3. To ensure learning experiences for pupils are linked into and integrated with the wider community.
4. To ensure a range of community-based learning experiences.
5. To work in partnership with other agencies in providing academic, spiritual, moral, social, emotional and cultural well being of pupils and their families.
6. To seek opportunities to invite parents and carers, community figures, business or other organisations into the school to enhance and enrich the school and its value to the wider community.
7. To be able to contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
8. To co-operate and work with relevant agencies to protect children.
9. To ensure that the school promotes effective links with the local community and continues the development of close liaison with other local primary and secondary schools.
10. To ensure that the school offers appropriate extended services.

### **Headteacher Standards**

These standards underpin best practice and will shape the professional and personal development of the Head Teacher to raise standards and support the successful implementation of whole school initiatives and priorities. The ten Headteachers' Standards outline the expectation of the Trust.

- School Culture
- Teaching

- Curriculum and Assessment
- Behaviour
- Additional and Special Educational Needs and Disabilities
- Professional Development
- Organisational Management
- Continuous School Improvement
- Working in Partnership
- Governance

Ensuring leadership has a decisive impact on the quality of teaching and pupils' achievement is at the core of everything we do to facilitate the best outcomes for all young people in the school.

**Signed:** ..... **Date:** .....

**Print Name:** .....

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment