

Headteacher

Job Description

Responsible to:	CEO and Trust Board
Responsible for:	SLT, ALT
Start date	1 September 2023 (or earlier by mutual agreement with current employer)
Main Purpose of the role	<p><i>Together with advice and direction from the CEO and Executive Director of Secondary education as Headteacher you will:</i></p> <ul style="list-style-type: none"> • Embody the values, vision and mission of Together Learning Trust and the Brooksbank School: <i>Aspire and achieve excellence</i> • Leading the strategic direction and management of the school, in liaison with the Trust Executive Leadership Team and LGC. • Work tirelessly for the benefit of students and staff • Be a visible and convincing leader for staff, students, parents/carers and the local community • Embed exemplary behaviour and attitudes so that students are calm, orderly, positive, polite and ready to learn • Maintain a safe, vibrant and welcoming environment in classrooms and public areas of the school that showcases phenomenal student work • Demonstrate and articulate high expectations and set challenging targets for staff and students • Secure excellent outcomes for all students • Collaborate with educational colleagues in the Trust to support the intelligent sequencing of the curriculum • Be outward facing, and work effectively with educational and non-educational partners outside the Trust • Ensure all parents/carers are supported and encouraged to be fully engaged in their children's learning • Lead the school Senior Leadership Team and ensure the effective operation of performance management systems and that all staff receive effective professional development and support • With the CEO and the Trust ensure that all statutory requirements are met in relation to the operation of the school • Appoint high caliber staff developing leadership and management capacity within the school • Lead OFSTED preparation • Ensure the Governing body and Trust executive leadership are fully aware of the School Priorities and systematically evaluate the school's overall effectiveness in relation to the School Development Plan (SDP) and the accuracy of the Self Evaluation Form (SEF).
Main Duties & deliverables	<p>Curriculum</p> <ul style="list-style-type: none"> • Create and maintain a culture and climate for learning that enables successful learning through effective teaching. • Ensure leaders implement strategies to continue to improve the quality of teaching and learning at the school • Ensure the school implements all Trust Teaching and Learning Programmes effectively and encourage staff to enhance these by contributing to collaborative planning • Empower students to be active participants in their learning and to take personal responsibility for improving their life chances through their educational experiences • Sustain high standards of achievement and promote positive behaviour by ensuring excellence at all points of delivery and ensuring all staff work to the highest

standards

- Determine, organise and implement an rich and ambitious curriculum (that fulfils the NC) and inspire all children to achieve great things in the context and the character of the school
- Operate and sustain monitoring and assessment procedures, acting upon any identified areas for development and improvement
- Promote positive practices that promote and celebrate British values in the school and community
- Ensure a culture of inclusivity and equality permeates all areas of the school.
- Ensure that students develop study skills and achieve personal development outcomes in order to learn more effectively and with increasing independence.

Assessment and evaluation

- Monitor, evaluate and review the effects of policies, priorities and targets and take action as necessary to achieve and sustain outstanding performance levels
- Ensure the effective use of comparative data, including at whole-school, Key Stage, subject, sub-group and student levels, in order to establish appropriate benchmarks and agree challenging targets for improvement (working with Trustees)

Student achievement

- Make explicit to students, parents, teachers and the wider community, the school's high expectations for all students and embrace Trust strategies that ensure success
- Ensure that resourcing and staffing are dedicated to achieving the maximum progress and highest standards for all students
- Ensure that effective mentoring and tutorial systems are in place to support student achievement, personal development and well-being

Relations with parents/carers and the wider community

- Develop positive relationships with the community, including voluntary groups, school neighbours, business and industry, to extend the curriculum and enhance learning and teaching
- Create and maintain a successful partnership with parents and the wider community to support and improve students' achievement and personal development and to foster an exceptional reputation for the school
- Maintain liaison with other secondary schools, primary schools, FE, HE and relevant agencies
- Present a coherent and accurate account of the school's performance in order to inform a range of audiences, including Trustees, the DfE, the local community and Ofsted
- Ensure that parents and students are well-informed about the curriculum, progress and attainment and about their shared responsibilities as members of the school's learning community.

Managing staff performance and development

- Lead and effectively quality assure the performance development of all staff by expertly implementing the Trust QA framework
- Take responsibility for own professional development
- Prioritise and manage own time effectively
- Effectively Line manage the SLT and other senior staff driving high performance
- Implement and sustain effective performance management systems, delegating performance reviews where appropriate
- Support and co-ordinate high quality professional development to enable staff to fulfil their roles to the best of their abilities
- Lead professional development of staff through example

Managing resources

- Work to recruit staff of the highest quality to all posts within the school
- Work with senior colleagues to deploy all staff effectively in order to improve and sustain the high quality of education provided
- Manage and organise accommodation efficiently and appropriately to ensure that the needs of the curriculum and health and safety regulations are met
- Manage, monitor and review the range, quality, quantity and use of all resources in order to improve students' achievements and secure value for money in how the school's funding from all sources is used
- Lead and manage probity and ethics in school operations

Strategic Leadership

- Provide direction to secure the highest level of achievement for each student; sustain the growth of their spiritual, moral, cultural, mental and physical development and prepare them for the opportunities, responsibilities and experiences of future life including higher education and employment
- Present a coherent and accurate account of capacity to improve the school's performance in a form appropriate to a range of audiences, including Trustees, governors, the DfE, ESFA, the office of the RSC, the local community and Ofsted
- Lead by example, provide inspiration and motivation, and embody for the students, staff, Trustees and parents the reality of the school's vision and aims
- Ensure that all those involved in the school are committed to its aims and are accountable in meeting long, medium and short-term objectives to sustain school improvement
- Ensure that the management, organisation and administration of the school support its vision and aims

Safeguarding

Lead and ensure the Designated Safeguarding Lead (DSL) and associated qualified staff implement robust systems, procedures and are highly trained to:

- Ensure all students are kept safe in school
- Possess the skills and ability to identify abuse
- Know how to refer concerns to the appropriate investigating agencies
- Maintain detailed and accurate written records of child protection concerns
- Support, advise and share expertise with all members of the school staff
- Ensure staff members have access to and understand the school's safeguarding policies and procedures, and any local procedure
- Ensure child protection training is part of the induction for all new staff and that relevant training is provided where necessary
- Annually review and update the school's safeguarding policies and procedures in light of any new guidance, and present them to the Governing Body for approval
- Provide a copy of the child protection policies and procedures to parents who request to see them
- Contribute towards local child protection policy and groups by actively attending and contributing to meetings
- Provide written reports to the Governing Body in a timely manner
- Ensure that the Governing Body is updated on a regular basis regarding all child protection issues and investigations
- Ensure that relevant safeguarding files are copied and forwarded, in line with data protection law, when a pupil transfers to another school
- Lead a team reviewing and monitoring any causes of concern relating to Students.

<p>Additional Duties</p>	<ul style="list-style-type: none"> • Be a visible presence around school in and out of lesson times • Systematically ‘walk the school’ to support staff in ensuring exemplary levels of behaviour and high levels of achievement • Keep up to date with changes in legislation and disseminate this information and provide training opportunities when required • Adhere to the policies and procedures of the school and positively promote the high standards • Support Administration Staff when dealing with teachers, parents/carers and visitors • Take a full and active role in any other appropriate activities as directed by the Executive Leadership or CEO.
<p>Other specific duties</p>	<p>This job description is provided for guidance only and does not form part of the contract of employment.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the CEO/Director of Education/CFO to reflect or anticipate changes in the job commensurate with the grade and job title.</p> <p>Your place of work will be at the Brooksbank School. However, you will be expected to travel to the schools within the trust on a regular basis and attend events and meetings as required. As such a current driving license and access to a car is essential.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.</p>	

Headteacher

Person Specification

To be assessed through application, reference and interview

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
Honours degree from a recognised university	✓	
Qualified Teacher Status	✓	
NPQH		✓
Masters or equivalent in relevant discipline		✓
Experience		
Experience of Senior Leadership in a secondary school as a Headteacher, Deputy Headteacher or Assistant Headteacher	✓	
Successful experience of managing significant organisational change in a school leadership role	✓	
Experience of providing high standards of pastoral care	✓	
Experience of curriculum development	✓	
Experience of leading and managing capital projects		✓
Professional Development and Experiential Learning		
Evidence of continuing professional development relating to school leadership and management, and curriculum / teaching and learning	✓	
Experience of leading/co-ordinating professional development opportunities	✓	
Ability to identify own learning needs and to support others in identifying their learning needs	✓	
Experience of working with other schools/organisations /agencies		✓
Strategic Leadership		
Ability to articulate and develop Trustees vision	✓	
Ability to inspire and motivate staff, students, parents and Trustees to achieve the proposers' aims of the school and meet their high expectations	✓	
Evidence of successful strategies for implementing whole-school plans	✓	
Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards challenging targets	✓	
Evidence of successful strategies for implementing whole-school plans	✓	
Knowledge of what constitutes quality in 11-18 educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all students	✓	
Understanding of and commitment to promoting safeguarding of students	✓	
Evidence of having successfully translated a vision into reality at whole-school level		✓
Teaching and Learning		
Knowledge and experience of successful teaching and learning strategies in order to meet the needs of all students in the school (developing a broad and ambitious curriculum)	✓	
A secure understanding of assessment strategies	✓	
Experience of effective monitoring / evaluation of, and intervention in, teaching and learning	✓	
Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management	✓	
Experience as a provider of professional development to other teachers and school leaders		✓

Leading and managing staff		
Experience of working in and leading staff teams	✓	
Ability to delegate work and support colleagues in undertaking responsibilities	✓	
Experience of working with governors to enable them to fulfil their responsibilities	✓	
Experience of performance management as reviewer and reviewee and supporting CPD needs of colleagues arising	✓	
Understanding of effective budget planning and resource deployment as enablers in terms of achieving educational priorities	✓	
Successful involvement in staff recruitment, appointment and induction		✓
Accountability		
Ability to communicate on school performance effectively, orally and in writing to a range of audiences	✓	
Experience of whole-school self-evaluation and improvement strategies	✓	
Ability to provide clear information and advice to staff and governors	✓	
Awareness of DfE / ESFA performance measures applicable to the school	✓	
Experience of school inspection via Ofsted or Independent Schools Inspections	✓	
Experience of offering challenge and support to improve performance e.g. SIP role		✓
Experience of leading sessions to inform parents and carers on aspects of school performance		✓
Skills, Qualities & Abilities: professional and personal attributes		
High quality teaching skills	✓	
Excellent school leadership ability	✓	
Ability to diagnose and intervene wisely when solving problems	✓	
Strong commitment to the vision and ethos of TLT	✓	
Commitment to their own professional development	✓	
Commitment to developing the whole-school team	✓	
Ability to challenge the status quo and skilled in leading change management projects	✓	
Be approachable, accessible and flexible	✓	
Be able to work effectively under pressure, prioritising and delegating appropriately to meet deadlines	✓	
Total commitment to the school and its future success	✓	
Ability to build and maintain good relationships with a range of stakeholders	✓	
Ability to remain positive and enthusiastic when working under pressure	✓	
Ability to organise work, prioritise tasks, make decisions and manage time effectively including in relation to the work of others	✓	
Ability to delegate appropriately	✓	
Empathy with children	✓	
Excellent communication and negotiation skills	✓	
Excellent presentational skills	✓	
Excellent problem-solving skills	✓	
Stamina and resilience	✓	
Self-confidence		
Demonstrate drive, energy, resilience, integrity and the ability to inspire and motivate others	✓	
Be able to articulate and deliver a clear vision for a high- quality provision	✓	

Highly developed interpersonal and organisational skills, including the ability to negotiate and consult effectively	✓	
Ability to challenge work of self and others in a constructive manner.	✓	
Ability to manage public relations effectively including high profile contexts		✓
References		
Positive recommendation(s) in professional references	✓	
Satisfactory outcomes from due diligence	✓	