

Cherry Oak School Headteacher Job Description

Responsible to: The Executive Headteacher of the Federation and the Governing Body.

Responsible for: Senior Leadership Team, teaching and support staff of the school and its children.

JOB PURPOSE

1. Working with the Executive Headteacher, Governing Body and School Leadership Team to provide leadership for the school and Federation which secures its success and continuous improvement, ensuring high quality education for all its pupils and the highest standards of learning and achievement, in accordance with statutory requirements.
2. Day-to-day management of the school.

ACCOUNTABILITIES:

1. To be met in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers.
2. To play a key role in designing and maintaining a self-evaluation framework which clearly identifies strengths and areas for development, in order to inform the school improvement agenda and secure high standards.
3. To be accountable to the Executive Headteacher for the clearly defined and agreed responsibilities/accountabilities relating to the day-to-day leadership and management of the school as delegated by the Executive Headteacher.

SHAPING THE FUTURE:

Working with the Executive Headteacher and Federation Leadership Team to:

1. Lead by example when implementing and managing change initiatives
2. Create and communicate a shared vision and ethos that inspires and motivates all stakeholders and reflects the needs of the school and Federation and its community as part of Birmingham and in its wider context.
3. Translate the vision into clear objectives that promote and sustain school improvement and improve outcomes for children.
4. Lead school improvement and school self-evaluation planning process at Cherry Oak School, through agreed priorities.
5. Ensure that the school and Federation move forward to the benefit of pupils and their community.
6. Motivate and inspire stakeholders to create a strong, shared culture of learning within an inclusive environment.
7. Promote a culture of inclusion within the school community where all views are valued and taken into account

LEADING LEARNING AND TEACHING

Working with the Executive Headteacher and Federation Leadership Team to:

1. Set high expectations and challenging targets, monitoring effectiveness and evaluating learning outcomes.
2. Ensure a school and Federation-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
3. Establish creative, effective approaches to learning and teaching, responsive to the needs of the pupil community.

4. Ensure a culture that supports and facilitates pupil engagement in, and ownership of, their own learning.
5. Coordinate the monitoring, evaluation and review classroom and assessment practice and promote improvement strategies, challenging underperformance and ensuring corrective action.
6. To lead the continued development and delivery of a broad and innovative curriculum, which is tailored to the needs and abilities of pupils. To promote innovation and creativity in the design and delivery of all aspects of the school's curriculum, whilst maintaining high standards and producing outstanding outcomes.
7. To maintain and further develop strong and productive collaborative links with a range of partners as a means of delivering a broad, high quality curriculum for all pupils.

DEVELOPING SELF AND OTHERS

Working with the Executive Headteacher and Federation Leadership Team to:

1. Build a collaborative learning culture within the schools and Federation and actively engage with other schools to build effective learning communities and partnerships.
2. Ensure effective planning, co-ordination, support and evaluation ensuring clear delegation of tasks and devolution of responsibilities.
3. Develop and maintain effective strategies and procedures for the induction, professional development and performance review of all staff.
4. Set high expectations for all and address underperformance.
5. Act as a role model for the highest professional standards.
6. Regularly self-evaluate, set personal targets and take responsibility for own personal professional development.

MANAGING THE ORGANISATION

Working with the Executive Headteacher and Federation Leadership Team to:

1. Create an organisational structure that reflects the school and Federation values and enables the management systems, structures and processes to work effectively in line with legal requirements.
2. Collaboratively manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
3. Produce and implement clear, evidence based improvement plans and policies for the development of the school and Federation and its facilities.
4. Recruit, retain and deploy staff appropriately.

SECURING ACCOUNTABILITY

Working with the Executive Headteacher and Federation Leadership Team to:

1. Support the development of an ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
2. Assist the Executive Headteacher to provide information, advice and support to the Governing Body to enable them to meet their responsibilities for securing:
 - a. Effective teaching and learning
 - b. High standards of achievement
 - c. Efficiency and good value for money

3. Present full, clear and accurate accounts of school performance, including the impact of the Federation on the outcomes for pupils at Cherry Oak School to a range of audiences including the Governors, Children's Services, OFSTED, the local community and others.
4. Assist the Executive Headteacher in creating and developing an organisation in which all staff accountabilities are clearly defined, understood and are subject to rigorous review and evaluation through Performance Management.
5. Assist the Executive Headteacher in ensuring all parents are well informed about:
6. Curriculum attainment, achievement and progress
7. Realistic and challenging targets for improvement and to make a fully informed contribution to achieving them.

STRENGTHENING COMMUNITY

Working with the Executive Headteacher and Federation Leadership Team to:

1. Co-operate and work with relevant agencies and partners to ensure the safety and well-being of children.
2. Ensure learning experiences for pupils are linked and integrated with the wider community, locally, nationally and globally.
3. Build a Federation/school culture and curriculum that takes account of the richness and diversity of the schools' communities.
4. Create and promote positive strategies for challenging all forms of prejudice and harassment.
5. Promote the School/Federation by sharing effective practice, promoting innovative initiatives with schools and a wider audience.
6. Promote the concept of lifelong learning and family engagement with learning through partnership.
7. Manage effective relationships with all stakeholders and partners.

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN

Working with the Executive Headteacher and Federation Leadership Team to:

1. Ensure a safe and supportive culture in the schools and Federation.
2. Ensure the welfare of children is safeguarded and promoted in line with current best practice, local and national advice and legislation.
3. Identify and implement key features of staff recruitment that help deter or prevent the appointment of unsuitable people.
4. Develop and introduce policies and practices that minimise opportunities for abuse and ensure its prompt reporting.
5. Be responsible for safeguarding at Cherry Oak School on a day-to-day basis.

WHOLE SCHOOL ORGANISATION, STRATEGY AND DEVELOPMENT

1. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
2. Set an example of personal integrity and professionalism.

3. Maintain a professional appearance, use accurate fluent written and spoken English and be a positive role model to our pupils at all times.
4. Contribute to the development, evaluation and monitoring of the residential provision.

CONDITIONS OF EMPLOYMENT

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms of duties and working time, also any local agreements, LA circulars and guidelines giving interpretations of Teachers' Conditions of Service.

REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Executive Headteacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.