

**JOB DESCRIPTION**

**Headteacher**

**Reports to:** Chief Executive Officer and/or Executive Headteacher

**Accountable to:**  PACT Board of Trustees, Chief Executive Officer, Executive Headteachers and Governors.

**Management:** Allocated members of Senior Leadership Team (SLT), Teachers and support staff

**Location:** Any PACT Secondary school location

**Salary Range:** Leadership pay range L28-32

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| **Job Purpose** | * The Headteacher is the expert and leader on secondary education at Prince Albert High School and is responsible for embedding and supporting the trust vision and ethos. * The Headteacher is accountable and responsible for the education and safeguarding of students within their allocated school. * The Headteacher is responsible for the overall day-to-day leadership and management of the school, including leading and managing colleagues in the development of strategy, policy and development plan. In particular, they are responsible for implement rigorous academic and pastoral policies to ensure that students receive the highest standard of education and achieve the most ambitious outcomes. * The Headteacher will embody the trust’s values by namely integrity, service and excellence. * The postholder will promote ambitious expectation for behaviour, attendance and personal development for all pupils. |

**KEY RESPONSIBILITIES AND DUTIES**

**1.Leadership & Management**

* To be responsible for the effective leadership and management of the school which secures the delivery of the highest standards of teaching and learning and consistently high outcomes from all staff and students.
* To ensure the development and operation of effective assessment, recording and reporting systems, utilising the full potential of technology and data systems to set targets, monitor students’ progress and raise attainment.
* To support the work of any committee of the trustees / Local level governance and any other leaders and to provide information, advice and guidance to the Chair of Trustees and other leaders where appropriate.
* To liaise effectively with all staff to ensure the school is compliant and consistently delivers at least good and preferably outstanding teaching and learning.
* To lead and direct all members of staff and students, through the direct management of the school’s leadership team, ensuring that effective responsibility is delegated through an appropriate management structure.
* To ensure that the school complies with educational and other relevant legislation, including health and safety, and acts in line with all operational advice received from the trust.
* To keep abreast of changes in government policy and wider educational practices
* To be responsible for the effective implementation and embedding of the trust vision, ethos and policies.
* To chair at least weekly leadership and management meetings which ensure productive and effective communication, monitoring, decision making and recording.
* To develop, maintain and review the school improvement plan in line with the trust vision and ethos and ensure the effective delivery of improvement priorities.

**2. Safeguarding**

* To serve as a Lead DSL for the school.
* To effectively implement safeguarding best practice, developing a culture of robust contextual safeguarding awareness, risk assessment and best practice which ensures that all staff, partners and volunteers take, colleagues or practice.
* To ensure that all statutory requirements are consistently met and that returns are completed in a timely manner and in accordance with the school policy and procedures
* To ensure the provision of excellent pastoral care and support for students alongside a rich personal development programme.

**3. Accountability and Standards**

* To provide a model of outstanding teaching and learning practice, building a culture of professional and personal responsibility, commitment and continuous improvement.
* To deliver the highest possible standards of education through the promotion of effective teaching and learning, and delivery of a balanced and ambitious curriculum.
* To ensure that students maximise their progress including where there are barriers to learning, through clear, consistent and efficient systems and by robustly promoting inclusion.
* To develop a strong ethos and structure for managing behaviour which enables each student to achieve their potential, including the effective management of pastoral care, attendance, student welfare and effective anti-bullying procedures.
* To ensure that all teaching staff in the school adhere to Teachers’ Professional Standards.
* To benchmark the school against all key benchmarks to produce a robust and accurate self-evaluation form to be used by all stakeholders.

**4. Developing Self and Working with Others**

* To be responsible for building and maintaining a collaborative learning culture within the school, liaising with other leaders, teachers, partners and stakeholders to build an effective learning community.
* To lead on the selection, appointment, deployment and management of high-quality staff.
* To ensure a consistent implementation of the trust’s Professional Development Review policies to motivate and maximise staff performance.
* To manage, coach and develop staff in order to maximise their contribution to improving outcomes and overall progress of the school and here necessary, appropriately utilise trust policy and procedures to hold staff accountable for their conduct and professional accountabilities.
* To have oversight of the induction of Early Career Teachers (ECT’s), new staff, supply teachers and community partners.
* To create, maintain and enhance effective working relationships with staff including assisting with the consultation with professional associations as appropriate.
* To regularly review your own professional practice and ensure continuous development, engaging effectively with the wider local and regional educational community to enhance professional development.
* To collaborate and effectively work with the Primary Schools within the trust to support its commitment for outstanding provision from ages from 3 to 18.

**5. Promote Passion, Aspiration, Collaboration and Trust,**

* To acknowledge success and celebrate the achievements of teams and individuals to ensure a positive culture across the school and trust.
* To provide effective written and verbal communication including marketing with all stakeholders, which is aligned to the school and Trust ethos, expectations and policies.
* To positively and effectively represent the school, trust and the community it serves through regular and purposeful engagement with parents and carers.
* To consistently and proactively promote equality throughout the school and its wider community.
* To ensure that the school reflects an inclusive ethos which actively values and promotes diversity, unity and community cohesion and supports students to become successful, socially and culturally integrated citizens.
* To manage, challenge, address and educate where discrimination is encountered.
* To support the busy and varied life of the school, routinely attending its events and wider programme of activities.
* To take responsibility for effective engagement with the wider regional and national education community ensuring that the trust is positively represented and promoted with a reputation for driving school improvement and sustaining excellence.

**Further Information**

The above outline of key responsibilities and duties is not intended to be exhaustive. The Headteacher will be required to undertake any other reasonable duties as may be required.

The post holder is subject to the provisions of all safeguarding legislation and the Trust’s policies, procedures, professional standards and guidance governing all staff and partners who work with children and vulnerable adults.

**The Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

**Person Specification**

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| **Experience and Knowledge** | Essential /  desirable |
| Successful teaching experience and excellent outcomes from key stages 3-5. | E |
| Successful experience in a leadership role in a school with a sixth form. | E |
| Significant experience as a senior education professional with a demonstrable track record of impact on improving and sustaining school standards. | E |
| Experience of line management of middle and senior school leaders | E |
| Experience of delivering or facilitating leadership and other staff development programmes | E |
| Experience of quality assuring school self-evaluation and improvement activities including a successful contribution to School Improvement Plans | E |
| Experience of contributing to school governance and promoting effective challenge and support | D |
| Experience of leading performance management and successfully addressing any underperformance | E |
| Knowledge of high-quality school provision and effective professional development of others | E |
| Up to date knowledge of education policy, pedagogy, inspection findings and statutory requirements | E |
| Experience of dealing with Local Authority Education (Children’s Services) teams and systems | D |
| Experience of coaching/mentoring to support the development of colleagues | D |
| Experience of holding other senior staff to account. | E |
| **Qualifications and training** |  |
| Graduate with Qualified Teacher Status | E |
| Achieved or working towards NPQH or other suitable qualification | D |
| Evidence of a commitment to on-going learning and professional development | E |
| **Personal Attributes and Skills** | Essential /  desirable |
| Present self as highly professional, setting high expectations for all and leading by example with integrity, creativity, resilience and clarity | E |
| Commitment to collaborative ways of working | E |
| Ability to generate and deliver collective vision and shared purpose | E |
| Excellent organisational skills | E |
| Able to manipulate, analyse and present school performance data | E |
| An enthusiasm and commitment to making a positive commitment to children | E |
| Able to work under pressure to meet targets and deadlines | E |
| Be adaptive and responsive to change | E |
| Confidence and presence when speaking publicly to all stakeholders | E |
| Able to influence effectively at all levels of a school | E |
| Track record of maintaining confidentiality when appropriate and having the understanding to know when confidentiality cannot be promised | E |
| **Special requirements** | Essential /  desirable |
| Full driving licence and use of car | D |
| Able to travel across the Trust and beyond to carry out duties | E |
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