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| **HEADTEACHER POST – JOB DESCRIPTION – LEADERSHIP 25 - 31** |

**Main Purpose of Role:**

To embody and provide leadership for the vision and values of the Waseley Hills High School and work to secure the best possible education for each and every student.

**Reporting to:**

Chair of Governors

**Liaising with:**

Central RSA Academies Trust, Trust Board, School Governors, Principles of Trust Schools, RSA Family of Acadmies, Community, Parents, Staff, Students and local authority/agencies.

**Main (Core) Duties:**

This is a challenging role in which you will:

* Provide strong leadership to staff and students, governor and partners;
* Maximise individual attainment within an inclusive approach through high quality learning and teaching which motivates, inspires, challenges and empowers student and or staff;
* Challenge, support and inspire students and staff by creating a shared vision and clear direction of improvement for the Academy;
* Ensure a consistent and continuous Academy-wide focus on raising pupils' achievement and attainment, using data and benchmarks to monitor progress in every child's learning;
* Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework;
* Manage the Academy's financial and human resources effectively and efficiently to achieve the Academy's educational goals and priorities;
* Develop in all students and staff versatile skills and attitudes required for lifelong learning in a rapidly changing world;
* Build a collaborative learning culture within the Academy and actively engage with other schools and partners to build effective learning communities;
* Lead and develop the Academy, building the commitment of all stakeholders to a culture of constant improvement; so that the Academy can fulfil its potential, fostering a reputation for high academic performance and pastoral care.

**Key Responsibilities:**

To be responsible, with the Governors, for the strategic direction of the Academy through a rigorous process of evaluation of all aspects of the Academy’s work and detailed strategic planning. This will involve

* Agreeing and implementing strategic targets and key performance measures in consultation with the Governors/trust;
* Establishing a robust and rigorous process of ongoing review and continuous improvements in all aspects of the Academy both educational and operational;
* To lead the Academy’s education work with enthusiasm, setting high professional standards and ensuring that the education vision is clearly articulated, shared, understood and demonstrated by staff, students, parents/carers and the wider community;
* Ensure that learning sits at the heart of all management decisions;
* To ensure the Academy’s leadership and organisational structures are fit for purpose and facilitate continuous improvement.

To deploy all resources, including staff and financial resources, so that the Academy’s vision is delivered.

This will include:

* managing and regularly reviewing the use of available resources, including human resources, so as to improve students’ learning and achievement;
* recruiting and retaining high calibre and appropriately qualified staff;
* maintaining effective financial control, securing value for money and managing within agreed budgets;
* ensuring that all financial management activities comply with the appropriate accounting standards;
* maximising opportunities to improve the financial and other resources of the Academy;
* providing regular management information to the Governors covering the financial performance of the Academy;
* all statutory requirements are meet ensuring the maintenance of the school’s physical infrastructure and that it meets all legislative requirements;
* To lead, motivate, support, challenge and develop the Leadership Team and through them all staff, providing effective induction, continued professional development and performance management in line with Academy strategic plans;
* To ensure staff accountabilities are clearly defined, understood and agreed and are subject to rigorous appraisal, review and evaluation;
* To secure and sustain effective inclusive learning and teaching and in particular to;
* provide a broad and balanced curriculum that meets statutory requirements and the Academy’s education vision;
* monitor and evaluate the quality of teaching and learning and standards of achievement;
* ensure ICT and other suitable technologies are appropriately utilised to enhance the learning and teaching experience;
* ensure that there is an effective individual student assessment, recording and reporting system;
* develop and apply strategies which promote high standards of behaviour and attendance;
* ensure that the Academy has effective pastoral policies covering a broad range of pupil and staff welfare matters;
* To work in partnership with parents/carers, the community, other employers and other stakeholders to enhance and enrich the Academy and ensure the academic, moral, social and emotional well being of pupils and their families;
* To undertake such other duties as are commensurate with the post and which may reasonably be required by the Board of Governors.

**Working with the Governing Body of the Academy:**

The Headteacher will work with the Governors to ensure that:

* the Governors are kept fully informed of all aspects of Academy performance through access to appropriate and detailed management information systems;
* the Academy meets all relevant targets and standards;
* the vision, values and ethos of the Academy are embedded into strategic and operational planning and are evident in the daily life of the Academy;
* the expectations and aspirations of parents/carers and of students are raised;
* the Academy meets the needs of all its students;
* the Academy develops effective and efficient practices, policies and procedures;
* the Academy remains in sound financial health;
* the Academy’s specialism is developed, valued and successful;
* highly effective governance is achieved;
* the interests of the Academy are actively promoted locally, regionally, nationally and, where appropriate, internationally and the work it undertakes is recognised as best practice.

The above duties are in addition to those laid out in the professional standards for Headteachers and as outlined by STPCD and DfE.

Other specific duties:

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| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.  This job description is current at the date shown, but following consultation, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. |
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