

## Job Description

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| <b>Job Title:</b>        | <b>Head Teacher</b>            |
| <b>Reporting to:</b>     | <b>Chief Executive Officer</b> |
| <b>Salary/Grade:</b>     | <b>L21-25</b>                  |
| <b>Employer Name:</b>    | <b>EBN Academy Trust</b>       |
| <b>Location/Address:</b> |                                |

### **Core Purpose:**

The Headteacher will motivate and inspire students, staff, parent and carers and the wider community to ensure every pupil achieves his or her full potential and is equipped to take advantage of a range of opportunities. The Headteacher will report to the CEO, and work with the Local Governing Board, the CEO, the Trust and the wider community to provide professional leadership, vision and direction for the Academy. The Headteacher will deliver change management within the context of school improvement and delivering the best outcomes for students. They will establish a culture that promotes excellence, equality and high expectations for all.

- Together with the CEO and Local Governing Board and through consultation with the wider school community and external partners, establish and sustain the Academy's vision, ethos and strategic direction.
- Provide overall strategic leadership for the Academy establishing a culture that promotes excellence, equality and high expectations for all students.
- Inspire, challenge, motivate and empower all members of the school community to contribute to and carry forward the Academy forward with the aim of enabling all students to achieve their potential.
- Effectively lead and manage the quality of education to secure the highest possible levels of progress and attainment.
- Manage school's resources effectively and creatively, cultivating a safe environment that secures and promotes the highest achievements of both students and staff.
- Have overall responsibility and accountability for safeguarding and promoting the welfare of students and adults.
- Demonstrate consistent high standards of professional conduct and uphold the Seven Principles of Public Life
- Secure the commitment of the wider community and encourage the involvement of parents and carers.

### **Main Responsibilities:**

The following list is typical of the level of duties which the postholder could be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

### **Leading the Organisation:**

- Ensure that quality of learning is at the centre of strategic planning, organisation and resource management of the Academy, its students, staff and resources.
- Seek to secure adequate resources for the Academy and to ensure these are effectively administered and controlled.

- Work with the CEO to develop and propose the annual Academy budget and 3 year budget plan consistent with the Academy's priorities.
- Produce and implement clear, evidence based plans for the development and improvement of the Academy considering changing requirements and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the Academy in liaison with the CEO.
- Ensure systems and styles of communication within the Academy are effective and appropriate.
- Create a culture where all students have a positive, enjoyable and enriching school experience.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
- Create a culture and ethos of challenge and support and ensure high levels of staff professionalism.

#### **Curriculum and Teaching:**

- Ensure that the curriculum is broad, balance, diverse and flexible and offers opportunities for all students to be successful and engaged.
- Ensure the curriculum has clear intent, is sequenced to develop student knowledge depth and take advantage of cross-curricular learning opportunities and has systems to monitor it's impact.
- Create conditions for creative, responsive and effective approaches to teaching and learning which enable students to become effective, enthusiastic and independent learners.
- Promote a culture that encourages every pupil to become self-confident and to show respect for others.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish a consistent and continuous focus on students' achievement using of data and benchmarks to monitor the progress of every student.
- Monitor, evaluate and review classroom practice and promote improvement strategies to develop and sustain high-quality, expert teaching across all subjects.
- Undertake teaching and other duties where required.

#### **Behaviour and Attendance:**

- Establish and sustain high expectations of behaviour and attendance for all students, built upon relationships, systems and routines which are understood clearly by all staff and students.
- Implement consistent, fair and respectful approaches to managing behaviour.
- Ensure that adults in school model and teach the behaviour of a good citizen.
- Develop and maintain good relationship with parents and commissioners that are focused on developing positive attitudes towards behaviour and attendance.
- Achieve robust systems of rewards, sanctions, pastoral care and personalised learning to ensure every student feels valued and is known and supported during their time at EBN Academy.

#### **Additional and Special Educational Needs:**

- Ensure the school holds ambitious expectations for all students with additional and/or special educational needs.
- Establish and sustain practices that enables all students to access the curriculum and learn effectively.
- Ensure the school works effectively in partnership with parents/carers and professionals, to identify additional and special educational needs of students, providing support/adaptation where appropriate.
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

#### **Leading and Managing Staff:**

- Develop and embed an organisational structure that reflects the school's values and ethos and enables management processes to work effectively in line with legal requirements.

- Be proactive in developing effective professional relationships with and between staff, and in promoting good order and high morale.
- Ensure that all staff are aware and execute their roles and responsibilities and that there are clear lines of accountability at all levels of the Academy.
- Maximise the contribution of all staff, acknowledging responsibilities and celebrating achievements of individuals and teams.
- Provide effective induction, continuing professional development and performance management programmes that ensures high standards and to a professional learning culture for all staff.
- Manage the work of the leadership team in line with their roles and responsibilities, delegating appropriate tasks and ensuring the support needed for each member's development is in place.

#### **Organisational Management:**

- Be a visible and pro-active senior presence on a daily basis.
- Ensure the protection and safety of students and staff through effective approaches to safeguarding, including taking on the role of DSL.
- Lead on OFSTED inspections.
- To implement and evaluate the effectiveness of all Academy and Trust policies that enable the school to operate effectively and efficiently.
- To be responsible for the internal organisation, management, and control of the Academy in accordance with applicable legislation
- Ensure rigorous approaches to identifying, managing and mitigating risk.

#### **Partnerships:**

- Forge constructive relationships beyond the school, working in partnership with parents, carers, commissioners, fellow professionals and the wider community to improve educational outcomes for all students.
- Ensure opportunity for learning experiences to be integrated with the wider community.
- Seek opportunities to invite parents and carers, community figures, businesses and other organisations into the school to enrich the curriculum and forge positive community links.
- Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create a culture where parents and carers are encouraged to be involved in their child(ren)'s education.

#### **Finance and Premises:**

- Be responsible for the assigned EBN Academy building, equipment and grounds.
- Provide advice to the EBN Board on the formulation of the annual and projected yearly budgets in order that the Academy secures its objectives.
- Set appropriate priorities for expenditure and allocation of Academy funds.
- Ensure that the accommodation provides a positive and safe environment which promotes well-being and high achievement for everyone at both EBN Academies.
- Manage and organise accommodation efficiently to ensure it meets the needs of the students and staff.
- Ensure a pro-active approach to health and safety within the Academy.

#### **Governance**

- Establish and sustain professional working relationship with the Local Governing Board
- Ensure staff know and understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

**Health and Safety:**

Health and safety laws require all employees to help the school maintain and improve health and safety standards. This means the post holder must take reasonable care of his/her own and others' health and safety. Headteachers are required to lead and manage Health and Safety in their school, ensuring compliance with relevant legislation and the implementation of policies, procedures and safe systems of work on a daily basis.

**Data Management:**

The post holder will be expected to manage information in accordance with legislation and EBN Academy Trust policies. The post holder will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

**Equal Opportunities:**

The EBN Academy Trust is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

**Safeguarding**

The Head Teacher will be fully committed to the safeguarding and promotion of the welfare of children, young people and vulnerable adults, in every regard and will work to embed this culture of safeguarding within the Academies and across the Academy Trust. They will take on the role of DSL.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

**Signed by****Date**