

## Headteacher Job Description

The duties outlined in this job description are in addition to those covered by the latest School Teacher's Pay and Conditions Document, which should be read in conjunction with this document. This job description is based on the National Standards for Head Teachers.

### STRATEGIC DIRECTION

- Strategically build and communicate a coherent vision, ethos and culture for EWA which reflects the strategic vision and key objectives of LCT
- Ensure the academy complies with all Trust policies and procedures
- Play a significant part in the life of the wider school and community of EWA
- Plan and promote school progress towards outstanding effectiveness in all aspects of the school's work
- Ensure that this vision and ambition for improvement is effectively expressed in the Raising Achievement Plan which is understood, shared and acted upon effectively by all.
- Work in partnership with staff, governors and the CEO to ensure that all key plans are regularly monitored, evaluated, reviewed and underpinned by sound financial planning
- Ensure that all aspects of the work and organisation of the school are monitored and evaluated to meet all statutory requirements
- Build on and enhance the reputation of EWA and LCT amongst prospective parents and the local community
- Embrace the commitment to maintain our high quality building and facilities

### LEADING AND MANAGING THE ORGANISATION

- Support, challenge and appraise the work of all staff through the implementation of effective strategies and procedures for recruitment, induction, professional development and performance review
- Recruit, retain and deploy staff appropriately, and manage their workloads in order to achieve the school's educational priorities and goals
- Ensure that staff have the opportunity to develop professionally and receive access to appropriate professional development and training
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture, and to allow an appropriate work/ life balance
- Work within the Trust's Scheme of Delegation and financial regulations to set appropriate priorities for expenditure, within a balanced budget, and be accountable to ensure effective value for money.
- Produce and implement clear, evidence based school self-evaluation and improvement plans.
- Ensure all appropriate academy policies and procedures are in place and regularly reviewed
- Maintain effective systems for safeguarding all children, working with external agencies as required
- Manage and organise the school environment efficiently to ensure that it supports the achievement and wellbeing of all children and adults operating on the EWA site, and meets all health and safety regulations

### SECURING ACCOUNTABILITY

- Promote a culture of effective self-evaluation among teams and individuals so that all staff recognise that they are accountable for the success of EWA
- Provide data analysis, information and advice to the CEO and the Governing Body, which will enable them to meet their responsibilities for securing effective teaching and learning, together with improved standards of achievement and value for money, and for ensuring that the school meets its statutory responsibilities
- Ensure the provision of a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, governors, the Trust, the local community and Ofsted



## **LEADING TEACHING AND LEARNING**

- Ensure a relentless focus on raising and maximising the achievement of all children.
- Continue to close the attainment gap, using comparative data and local and national benchmarks to evaluate and improve the school's performance
- Ensure there is effective assessment of every child's learning and careful monitoring of the progress and achievement of all groups and individual children.
- Monitor and develop the quality of teaching throughout the school, building on and developing outstanding teaching and working with all classroom staff to ensure the highest standards of professional practice are achieved
- Lead, develop and monitor through regular review a rich, engaging and broad curriculum that meets the needs of all students.
- Promote a thirst for knowledge and a love of learning in all students, whilst meeting all statutory requirements
- Develop methods to successfully engage parents in the progress of their children's academic achievements at school
- Maintain and develop links with parents, other schools, educational establishments and the wider community in order to enhance teaching and learning and pupils' personal development

## **OUR STUDENTS**

- Provide a happy, warm, caring environment to allow our students to flourish and learn.
- Build upon our existing high quality pastoral care so that all children are safe and well supported.
- Set and uphold high expectations of behaviour and attendance, supported by the current school policies and practices that promote self-discipline, self-esteem and responsibility.
- Identify and provide for individual needs, ensuring equality of access to a broad and rich education for all children
- Ensure the highest standards of achievement for children at all levels of ability through demonstrating high expectations, encouraging high aspirations and providing a curriculum designed to challenge and stimulate
- Make informed and decisive interventions on behalf of the school's SEND, EAL, FSM, and PPG students and ensure that the Pupil Premium maximises all students attainment
- Encourage confidence and resilience as well as independent learning in all children, providing opportunities for self-expression and 'pupil voice' and encouraging initiatives that promote self-reliance

## **STRENGTHENING COMMUNITY AND COMMUNICATION**

- Committed to the wider role of EWA within the community it serves
- Build upon the high profile of the school in the community and support community partnerships and events
- Build parental involvement so that families are involved in student's learning, feel welcome and are encouraged to make positive contributions to school life
- Ensure that governors, parents and children are well informed about the curriculum, attainment and progress, and develop strategies to encourage their involvement in the drive for continued school improvement and high achievement for all
- Maintain and promote equality and inclusion for the wide range of children and families within our community
- Collaborate with other agencies to ensure the wellbeing of our children and their families
- Develop and strengthen effective partnerships with Trust academies and the wider network of education across Telford including post-16 and employers.