



Job Title:	Headteacher
Reporting to:	MKET Chief Executive Officer
Salary / Grade:	MKET Pay Range SL13 – SL21 (£60,000 - £72,100 per annum)
Disclosure Level:	Enhanced

To be read in conjunction with the professional duties set out in the current school's Teachers' Pay and Conditions document and the DfE National Standards for Head teachers.

JOB PURPOSE

- To provide professional vision and leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement.
- To lead by example to secure the strong and passionate commitment of staff, parents/carers and pupils.

POLICY FRAMEWORK AND REQUIREMENTS

The Headteacher shall carry out their professional duties in accordance with and subject to:

- MEKT's School Teachers Pay and Conditions Document;
- The provisions of the Education Acts;
- Any orders and regulations having effect thereunder;
- The instrument of governance of the school;
- MKET/ New Chapter policies;
- MKET/New Chapter Education Development Plan;
- Targets as agreed with New Chapter Governing Body and MKET's Trust Board.

The Headteacher shall carry out such duties in accordance with and subject to the following:

- Any rules, regulations or policies laid down by the governing body under their powers;
- Any rules, regulations or policies laid down by the MKET with respect to matters for which the governing body is not so responsible;
- Any rules, regulations or policies laid down by MKET as employers, and the terms of employment.

JOB DESCRIPTION – Headteacher New Chapter Primary School

<p>Qualities and knowledge</p>	<ul style="list-style-type: none"> • Hold and articulate clear values and moral purpose, focused on providing an outstanding education for the pupils they serve. • Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community. • Lead by example with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around them. • Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development. • Work with political and financial astuteness, within a clear set of principles centred on the school’s vision, ably translating local and national policy into the school’s context. • Communicate compellingly the school’s vision and drive the strategic leadership, empowering all pupils and staff to excel.
<p>Pupils and Staff</p>	<ul style="list-style-type: none"> • Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils’ outcomes. • Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils’ well-being. • Establish an educational culture of ‘open classrooms’ as a basis for sharing best practice, drawing on and conducting relevant research and robust data analysis. • Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other. • Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. • Hold all staff to account for their professional conduct and practice.
<p>Systems and Processes</p>	<ul style="list-style-type: none"> • Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity. • Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society. • Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice. • Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.

	<ul style="list-style-type: none"> • Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability. • Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
Self-Improving School	<ul style="list-style-type: none"> • Create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils. • Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils. • Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools. • Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff. • Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability. • Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.
Managing Staffing /Resources/Finance	<ul style="list-style-type: none"> • Advise governors on the allocation of financial resources and control their deployment in accordance with agreed budgets and policies. • Advise governors on the staffing needs of the school and, under delegated authority, appoint and deploy staff. • Manage staff, securing high standards of professionalism and ensuring their wellbeing. • Advise governors on the development of the school estate and ensure management and maintenance of the site. • Ensure a safe, well maintained and attractive school environment. • Ensure the effective management of all health and safety matters, including safeguarding, in accordance with agreed policies. • Allocate, control and account for those financial and material resources of the school which are under the control of the head teacher • Adhere to financial regulations. • Promote an attractive environment which stimulates learning and enhances the appearance of the school. • Deploy resources effectively to ensure that the school provides a safe working environment and remains an exciting, vibrant place for learning. • Administer the arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety. • Maintain an effective working relationships with external agencies and services contracted to the school

	<ul style="list-style-type: none"> • Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability
Liaising with parents and the wider community	<ul style="list-style-type: none"> • Support learning and well-being by developing supportive relationships with pupils' families. • Develop links with other members of the community, organisations and agencies to enrich opportunities for pupils. • Enhance the reputation of the school.
Managing own performance and development	<ul style="list-style-type: none"> • Keep abreast of national and local policies, legislation and curriculum developments.
Human Resources	<ul style="list-style-type: none"> • Lead the selection and appointment of the staff at the school. • Deploy and manage all staff and allocate particular duties to them in a manner consistent with their conditions of employment. • Ensure that teachers at the school receive information they need to carry out their professional duties effectively. • Ensure that staff are aware of current educational developments and are kept up to date through an ongoing programme of continuous professional development. • Ensure that all staff in the school have access to advice and training appropriate to their needs, in accordance with the policies. • Lead, motivate, support, challenge and develop staff at all levels to secure and sustain continuous improvement. • Challenge underperformance at all levels and put in place effective procedures to deal with underperforming staff. • Ensure that all aspects of school performance are monitored and evaluated in a robust manner. • Ensure that newly-qualified teachers and those returning to teaching after a break in service have access to adequate support in their first year of service or resumed service. • Ensure the supervision and training of teachers during their induction periods in accordance and make a recommendation at the end of such induction periods as to whether such teachers have met the prescribed induction standards as required by those regulations
Governance	<ul style="list-style-type: none"> • Welcome strong governance and actively support the Governing Board to understand its role and deliver its functions ever more effectively, in particular its functions to set school strategy and hold the Headteacher to account for student, staff and financial performance. • Ensure the Governing Body have accurate and timely information and data which is required to deliver its functions.
Health and Safety	<ul style="list-style-type: none"> • Ensure the health and safety of all children, staff, parents/carers and visitors. • Ensure that all Health and Safety legislation is followed, and records are kept for inspection by relevant bodies.
Premises/Site	<ul style="list-style-type: none"> • Ensure that the site is secure so that pupils, staff and visitors are safe at all times. • Arrange for the security, maintenance, development and effective supervision of the school buildings and their contents and of the school grounds and ensure that any maintenance issues are addressed promptly.

<p>Safeguarding Children</p>	<ul style="list-style-type: none"> • Ensure that the policies and procedures adopted by the Governing Body are fully implemented and followed by all staff. • Ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of students. • Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to students, and that all such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing practices.
<p>Other Specific Duties</p>	
<ul style="list-style-type: none"> • To support the work and development of the Trust • To be a member of the Trust's Executive Board 	

January 2019