

JOB DESCRIPTION

Job Title	Headteacher – Kents Hill Infants Academy
Grade	L13 to L21
Responsible to	CEO and the Directors of South Essex Academy Trust
Principle Responsibility	<p>The Directors of South Essex Academy Trust base the core content of the Headteacher's job description on the National Standards of Excellence for Headteachers published by the DfE in January 2015.</p> <p>We believe that the four "Excellence as Standard" domains reflect the requirements of our school, being:</p> <ul style="list-style-type: none"> • qualities and knowledge; • leading and managing staff and pupils; • efficient systems, processes and resources; and • leading school self-improvement. <p>We expect the post holder to uphold and promote the Trust values in all activities and conduct.</p> <p>Collaboration, Challenge, Perseverance, and Innovation</p> <p>Our Headteacher will be dedicated to;</p> <ul style="list-style-type: none"> • helping our pupils and staff fulfil their potential. • Foster a love of learning through enabling inspirational teaching. • Have high expectations for themselves, pupils and staff. • Enjoy working in a supportive and inclusive environment. • Actively engage with our parents, South Essex Academy Trust, the local education networks and wider local community. • Have an innovative approach to learning with the appropriate use of technology. • Have a commitment to safeguarding and promoting the safety and welfare of children while maintaining an open and friendly environment in the school. • Recognise differences and respect cultural diversity. • Have excellent interpersonal and communication skills at all levels.



Duties	<p><u>Qualities and knowledge</u></p> <p>The Headteacher will: hold and articulate clear values, vision and moral purpose, focused on leading and developing an Outstanding school;</p> <ul style="list-style-type: none">• Develop and communicate the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.• Promote the Trust values• Work with political and financial astuteness, within a clear set of principles centred on the school's vision. In a time of change, be able to translate local and national policy into the school's context to ensure that the school is equipped to respond to, and benefit from government change in partnership with South Essex Academy Trust.• Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, to analyse and apply those systems that would best drive whole school improvement.• Demonstrate personal behaviour that leads by example, forges positive relationships and attitudes towards and between pupils and staff, and with parents, Directors and members of the local community. <p><u>Leading and Managing Staff and Pupils</u></p> <p>The Headteacher will: 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;</p> <ul style="list-style-type: none">• Ensure that the curriculum, pastoral care and administration meet the needs of all pupils.• 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.• Monitor and evaluate the effectiveness of the curriculum to ensure it is providing the best opportunity for pupils to enjoy and achieve their potential, whilst providing financial value.• Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
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- 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 and have a duty of care regarding staff welfare.
- Forge a culture of equality of opportunity, celebrating pupil achievements in all aspects of school life, and promoting high expectations.
- Provide a calm, safe and well-ordered learning environment where all pupils can achieve; where staff and pupils are focused on safeguarding, and where pupils are expected to have high standards of attendance.

Efficient Systems, Processes and Resources

The Headteacher will assist the Directors and: 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;

- Welcome strong governance and to understand its role and deliver its functions effectively.
- Advise the Directors to enable them to hold the Headteacher to account for pupil, staff and financial performance.
- Regularly monitor the budget and exercise effective strategic, curriculum-led financial management and planning of Academy resources.
- Ensure that financial requirements of the DFE and EFA are met; that sound internal financial controls are in place.
- Manage and organise accommodation and resources so that health and safety needs are addressed and that resources are sustainably planned to meet present and future needs.
- 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.
- 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.
- Ensure that professional duties are fulfilled as specified in



Teachers Pay & Conditions.

- Ensure that all statutory and advisory duties regarding safeguarding are in place.

Leading School Self-Improvement

The Headteacher will: create an outward-facing school, developing the partnership work with Academies in South Essex Academy Trust, as well as other settings and organisations to champion best practice and secure excellent achievements for all pupils;

- Develop effective relationships across the Trust and with fellow professionals and colleagues in other public services, to improve academic and social outcomes for all pupils.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Contribute to shaping the development of the Trust including the Leadership Academy, and the sharing of expertise in and from the other schools.
- Model entrepreneurial and innovative approaches to Academy improvement, leadership and governance.
- Inspire and influence others - within and beyond the Trust and Academy - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Accountability

The Headteacher will: work closely with the CEO and Directors to secure a positive and effective working relationship focused on driving forward school improvement;

- Provide information, advice and support to the CEO and Directors to enable it to meet its responsibilities, recognising the accountability of the Directors for the success of the school.
- Create an organisation where every member, including all staff and pupils, recognises their own accountability and the part they play in the accountability of others for the success of the school.
- Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement.



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| | <ul style="list-style-type: none">• Be the designated Child Protection Officer and be accountable for all elements of this role.• Ensure all legal requirements for health and safety, maintenance and financial management are fulfilled.• To undertake all reasonable leadership responsibilities for the good of the Trust and the school community. |
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This job description may be amended at any time in accordance with the needs of the academy after discussion with the post holder.



Person Specification for Headteacher Kents Hill Infant Academy

1. Qualifications and Training	Essential	Desirable	How assessed? A – Application form I – Interview day R – Reference
Qualified Teacher Status	<input type="checkbox"/>		A
Degree or equivalent	<input type="checkbox"/>		A
National Professional Qualification for Headship (NPQH)		<input type="checkbox"/>	A
Other relevant qualifications e.g. management qualification		<input type="checkbox"/>	A
Recent participation in a range of relevant professional development training	<input type="checkbox"/>		A
2. Experience	Essential	Desirable	How assessed? A – Application form I – Interview day R – Reference
Outstanding teaching record	<input type="checkbox"/>		A, I, R
Leadership experience in a primary setting	<input type="checkbox"/>		A, I, R
Proven record of successful experience as a head teacher/ deputy head teacher	<input type="checkbox"/>		A, I, R
Experience in more than one Key Stage	<input type="checkbox"/>		A
3. Leadership and Management Qualities	Essential	Desirable	How assessed? A – Application form I – Interview day R – Reference
A clear vision of excellence in primary education in order to make Kents Hill Infant Academy an outstanding school	<input type="checkbox"/>		A, I
Ability to strive for innovative and inspirational teaching	<input type="checkbox"/>		A, I
Ability to lead by example and inspire others to achieve positive results	<input type="checkbox"/>		A, I, R
A proven ability to raise educational standards	<input type="checkbox"/>		A, I, R
Understanding of continuous improvement in learning, teaching and assessment	<input type="checkbox"/>		A, I, R



Key involvement in the evaluation and prioritisation of elements in the School Improvement Plan	<input type="checkbox"/>		A, I
An understanding of Early Years Foundation Stage and how assessment is used to support learning	<input type="checkbox"/>		A, I
A commitment to develop best practice in Early Years	<input type="checkbox"/>		I
Successful delivery of staff training		<input type="checkbox"/>	A, I
Ability to delegate, monitor and evaluate information	<input type="checkbox"/>		A, I, R
Successful staff recruitment, appointment and induction		<input type="checkbox"/>	A, I
Commitment to the continuing professional development of all staff	<input type="checkbox"/>		A, I
Understand the strategic role of Directors and work effectively in collaboration with the delivery of strategic goals.	<input type="checkbox"/>		A, I
Deal effectively with disciplinary issues		<input type="checkbox"/>	A, I, R
Commitment to the protection and safeguarding of young people and an up to date knowledge of Child Protection procedures	<input type="checkbox"/>		A, I
Display a visible and approachable leadership style which fosters an open and honest atmosphere	<input type="checkbox"/>		A, I, R
4. Professional Knowledge and Understanding	Essential	Desirable	How assessed? A – Application form I – Interview day R – Reference
Demonstrate a knowledge of current curricular and educational issues/relevant legislation	<input type="checkbox"/>		A, I
Effective teaching and learning strategies in a primary school	<input type="checkbox"/>		A, I
Clear knowledge and understanding of a range of assessment strategies	<input type="checkbox"/>		A, I
Whole school assessment and pupil tracking	<input type="checkbox"/>		A, I



5. Personal Skills and Qualities	Essential	Desirable	How assessed? A – Application form I – Interview day R – Reference
Leadership skills – energy, enthusiasm and ability to lead the school community	<input type="checkbox"/>		I, R
Communication skills	<input type="checkbox"/>		I
Time management	<input type="checkbox"/>		A, R
Show a passion for learning and inspire children's learning	<input type="checkbox"/>		I, R
Successful relationships with: <ul style="list-style-type: none"> • Pupils • Teaching and non-teaching staff • Parents • Other professionals • Wider community 	<input type="checkbox"/>		A, I, R
Interpersonal skills, warmth, humour, diplomacy, strength of character	<input type="checkbox"/>		I
Confidence and resilience	<input type="checkbox"/>		I
6. Further Requirements	Essential	Desirable	How assessed? A – Application form I – Interview day R – Reference
Application forms fully completed	<input type="checkbox"/>		A
Clear educational philosophy	<input type="checkbox"/>		A, I
Address the criteria in the person specification through letter of application	<input type="checkbox"/>		A, I, R
No unexplained gaps in employment/training	<input type="checkbox"/>		A
7. Requirements from Confidential References	Essential	Desirable	How assessed? A – Application form I – Interview day R – Reference
Confirmation of professional and personal knowledge and abilities	<input type="checkbox"/>		R
Positive recommendation from current employer	<input type="checkbox"/>		R