

**HINGUAR PRIMARY SCHOOL AND NURSERY**  
**Academy School, member of SECAT**

**HEADTEACHER JOB DESCRIPTION**

**Core Purpose**

The Headteacher will be responsible for the internal organisation, management and control of the Academy in accordance with applicable legislation, the policies of the MAT (including its annual budget) and the principles, ethos and working relationships of the MAT.

The Headteacher, working with the CEO, Academy Committee, senior Leadership Team and Academy staff, will provide overall strategic leadership for the Academy.

The Headteacher will:

- lead, develop and support the direction, vision, values and priorities of the Academy and SECAT
- develop, implement and evaluate the Academy's and the MAT's policies, practices and procedures
- lead and manage teaching and learning throughout the Academy
- ensure accurate Academy self-evaluation to inform improvement planning
- have overall responsibility and accountability for safeguarding and promoting the welfare of pupils within the Academy
- play an active part as a member of the Executive Team within SECAT to ensure that the strategic objectives within the MAT Strategic Plan are successfully realised

*The job description should be read in conjunction with the contractual requirements and responsibilities of headteachers set out in the School Teachers' Pay and Conditions Document.*

**Principal Accountabilities:**

**Safeguarding**

Fulfil personal responsibilities, and secure compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services
- Operating clear whistleblowing procedures
- Appropriately sharing information, with other professionals both within and external to the MAT
- Assigning a designated professional lead for safeguarding / take responsibility as the designated professional lead for Safeguarding
- Operating safer recruitment practices
- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Establishing, operating and monitoring clear policies for dealing with allegations against people who work with children.

## **Qualities and Knowledge**

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors, all SECAT staff and pupils, the Trust Board, and members of the local community
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own expertise and skills, and that of those around them
- Sustain wide, current knowledge and understanding of education and schools'/academies' 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 Academy's and the MAT's vision, ably translating local and national policy into the Academy's context
- Communicate compellingly the Academy's and the MAT's vision and drive the strategic leadership, empowering all pupils and staff to excel
- Have a good understanding of the role of Ofsted and the recent changes within the Inspection Framework.

- **Pupils and Staff**

- Set 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 within and between Academies, 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/expertise, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning within the MAT
- Hold all staff to account for their professional conduct and practice.
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

- **Systems and Process**

- Ensure that the Academy's and MAT'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 Academy 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 Academy to understand its role and deliver its functions effectively as an Academy Committee within SECAT – in particular its functions to set Academy strategy and hold the Headteacher to account for pupil, staff and financial performance alongside the CEO
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of the Academy's approved budget and resources, in the best interests of pupils' achievements and the Academy's/MAT'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
- Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teacher
- Consult and communicate with the CEO, Executive Team, Academy Committee, staff, pupils, parents and carers, and external agencies
- Lead and manage/be responsible for safeguarding and promoting the welfare of children.

### **The Self-Improving Academy System**

- Create an outward-facing Academy which collaborates with other Academies both within and outside of SECAT and other organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils
- Develop effective relationships and collaborate effectively 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



- Model entrepreneurial and innovative approaches to Academy improvement, leadership and governance, confident of the vital contribution of internal and external accountability
- Inspire and influence others - within and beyond the Academy - to believe in the fundamental importance of education in young people's lives and to promote the value of education
- Participate in arrangements for own further training and professional development and appraisal and review of own performance.

**An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement.**

**Headteacher (print name):** .....

**Signature:** .....

**Date:** .....

**Chief Executive Officer (print name):** .....

**Signature:** .....

**Date:** .....