

## Opportunity - Challenge - Integrity

Dear Candidate,

### Welcome to Canonium Learning Trust!

As the Chief Executive Officer and Chair of the Trust Board, we are thrilled to welcome you to explore the opportunity to become an Executive Headteacher within our vibrant educational community. At Canonium Learning Trust, we are more than just a collection of schools; we are a united family, driven by a shared purpose — to provide every child with the very best education possible. Our commitment to **Opportunity**, **Challenge**, and **Integrity** forms the cornerstone of our ethos, fostering an inclusive and supportive learning environment.

### The Opportunity:

Embark on a journey that goes beyond traditional leadership roles. As we enter an exciting period of growth and transformation, we are seeking an exceptional and visionary leader to join us. If you are an experienced leader with a passion for primary education, this is your chance to make a lasting impact and shape the future of education within our trust.

Education has the power to transform lives, and at Canonium Learning Trust, we believe in harnessing that power. Whether you are an experienced or aspiring executive head, we invite you to bring your unique perspective and expertise to our collaborative and forward-thinking community.

As an Executive Headteacher, you will play a pivotal role in providing strategic leadership, driving educational excellence, and fostering a collaborative and inclusive learning culture across our schools. Your contributions will be instrumental in defining and delivering the vision and strategic plan of the trust.

### How to Apply:

Carefully review the enclosed job description and personal specification to understand the responsibilities and qualifications required for this role. If you share our passion for education and our commitment to making a positive impact, we encourage you to submit your application.

Yours sincerely,

Lois Osborne BA Hons  
**Chief Executive Officer**

Andy Hayman CBE. QPM.  
**Chair of Trust Board**

# Role Description

## Executive Headteacher

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### Key Information:

<b>Job Title:</b>	Executive Headteacher
<b>Location:</b>	This is a trust-wide position which will involve working across a number of schools
<b>Contract:</b>	We are open to consideration of both permanent positions and secondment opportunities. We encourage applications from current school leaders who are interested in taking on an Executive Headship role.
<b>Salary:</b>	Salary for this leadership position will be determined based on the candidate's experience and the combined group size of schools within their leadership responsibility. The compensation will be competitive and commensurate with these factors.
<b>Start Date:</b>	1st September 2024
<b>Closing Date:</b>	25th February 2024

### Job Description:

#### General Duties:

- Be a strategic leader who provides vision and outstanding leadership for a group of schools within the trust.
- Be accountable for the performance of schools in terms of pupil outcomes and Ofsted inspections.
- Delegate responsibilities to Heads of Schools as appropriate.
- Promote and safeguard the welfare of pupils and ensure staff understand their responsibility to protect children.
- Be accountable to the relevant governing boards and chief executive, where applicable.
- Hold others to account, ensuring clear staff accountability and regular appraisal.

#### Strategic Leadership and Management:

- Contribute to defining and delivering the vision and strategic plan of the trust.
- Embed collaboration and share expertise.
- Ensure efficient resource organisation and distribution.
- Collaborate with governing boards in strategic management.

## **Organisation:**

- Utilise data effectively to identify areas for school improvement and relay important information to stakeholders.
- Identify problems through data analysis and act upon them, ensuring that the school's improvement plan (SIP) is on track.
- Maintain reports based on school performance and provide relevant information to the relevant governing board.
- Produce and implement evidence-based improvement plans and policies.
- Manage financial and human resources effectively and efficiently.
- Monitor and evaluate resources to improve the quality of education for pupils and secure value for money.
- Implement and review effective strategies that secure high standards of behaviour and attendance.

## **Educational Leadership and Management:**

- Ensure excellence in teaching and learning across schools.
- Develop a shared expectation of outstanding teaching and learning.
- Ensure all schools have a robust School Development Plan in place.
- Develop an aspirational culture of learning for all.
- Set high educational standards and support staff to achieve them.
- Monitor progress against targets for pupil achievement and make suggestions for improvement.
- Ensure an effective behaviour management system is in place.
- Monitor pupil attendance, exclusions, and behaviour across the schools.
- Monitor school leaders' performance and conduct reviews of performance.
- Ensure a focus on pupil achievements and responsive to pupil needs.

## **Financial and Business Management:**

- Work closely with heads of schools and the Trust's Chief Financial and Operating Officer to manage budgets.
- Ensure efficient use of financial and human resources.
- Review staffing structures.
- Manage resources effectively and adhere to policies.
- Ensure compliance with health and safety standards.

## **Safeguarding:**

- Promote a safe and supportive culture.
- Support the development and implementation of policies and practices to protect children.

### **Personnel Leadership and Management:**

- Appoint heads of school in collaboration with the CEO and governing boards.
- Promote a culture of working together for high standards.
- Manage the performance of heads of schools and offer support.
- Plan for staffing needs and development.
- Facilitate reflective practice and professional development.
- Support middle and senior leadership development.
- Implement staff surveys and ensure their feedback improves practices.
- Promote equal opportunities.
- Support heads of schools during staffing changes or recruitment.
- Recruit high-quality staff members.
- Celebrate achievements and foster a culture of continuous improvement.
- Challenge staff underperformance and offer support.

### **Communication:**

- Engage with relevant businesses and community links.
- Develop strong partnerships with parents and the community.
- Facilitate effective communication across the trust.
- Establish proactive links with the community.

## **Personal Specification:**

Executive Headteacher

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### **Qualifications and Training:**

Essential:

- Hold Qualified Teacher Status (QTS).
- Possess a minimum of three years' experience of headship.

Desirable:

- Completion of the National Professional Qualification for Headship (NPQH)
- Completion or desire to work towards the completion of the National Professional Qualification for Executive Leadership (NPQEL)

### **Skills and Experience:**

Essential:

- Proficiency in utilising performance development techniques for teaching and support staff.
- Strong data analysis skills.
- Ability to analyse data and target interventions to address outcomes.
- Demonstrated ability to plan and manage processes, including financial planning and management.
- Proven experience in implementing strategies for raising achievement in pupils.
- Experience in curriculum design and management.
- Proven experience in coaching and mentoring staff.
- Excellent verbal and written communication skills.
- Exceptional time management and organisational skills.

Desirable:

- Experience in building, communicating, and implementing a shared vision.
- Developing an effective model for behaviour and attendance management.

### **Knowledge:**

Essential:

- An understanding of how to present plans and strategies in a clear and concise manner.
- Sound knowledge of the Headteacher Standards and their practical application.
- In-depth understanding of the responsibilities and roles that come with being a senior leader of a school.
- Awareness of how to develop a school-wide ethos that encourages participation, builds stakeholder esteem, recognizes success, and celebrates achievements.
- A solid understanding of effective teaching and learning techniques.
- Demonstrable understanding of how to create a clear vision for ensuring inclusion, diversity, and access.
- Ability to challenge underperformance and boost expectations.

Desirable:

- A working knowledge of how to manage the reputation of the school and engage with the school community.
- A proven track record of successful networking to secure resources and opportunities.
- An understanding of concepts of distributed leadership and its role in efficient management.

### **Personal Traits:**

The successful candidate will demonstrate:

- Dedication to promoting their professional development and achieving desired qualifications.
- Strong planning and problem-solving skills.
- Commitment to contributing to the wider trust and its community.
- Ability to handle a demanding workload and successfully prioritise work.
- Professional assertiveness and clear thinking.
- Strong team player capabilities, with the ability to work independently when necessary.
- A flexible approach toward working practices.
- High expectations of themselves and professional standards.
- The ability to work both as part of a team and independently.
- The ability to maintain successful working relationships with colleagues.
- High levels of drive, energy, and integrity.
- A commitment to equal opportunities and empowering others.
- Respect and understanding that individuals may have fundamental differences, and the ability to adapt plans to accommodate these.
- A flexible approach to targeting improvements.

### **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the CEO.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy
- The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the CEO to carry out appropriate duties within the context of the job, skills and grade.