



## JOB DESCRIPTION

<b>Job Title</b>	Headteacher – Parkwood Academy
<b>Grade</b>	L15 to L21
<b>Responsible to</b>	CEO and the Directors of South Essex Academy Trust
<b>Principle Responsibility</b>	<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"><li>• qualities and knowledge;</li><li>• leading and managing staff and pupils;</li><li>• efficient systems, processes and resources; and</li><li>• leading school self-improvement.</li></ul> <p>SEAT Directors are keen to emphasise the following fundamental areas of focus that reflect the culture and the values of the school and the current position of the school.</p> <p>Our Headteacher will lead us from Good to Outstanding in the eyes of all our stakeholders, and will:</p> <ul style="list-style-type: none"><li>• Be dedicated to helping our pupils and staff fulfil their potential.</li><li>• Foster a love of learning through enabling inspirational teaching.</li><li>• Have high expectations for themselves, pupils and staff.</li><li>• Enjoy working in a supportive and inclusive environment.</li><li>• Actively engage with our parents, South Essex Academy Trust, the local education networks and wider local community.</li><li>• Have an innovative approach to learning with the appropriate use of technology.</li><li>• Have a commitment to safeguarding and promoting the safety and welfare of children while maintaining an open and friendly environment in the school.</li><li>• Secure a climate for the outstanding behaviour of pupils, ensuring they feel safe, valued and successful.</li><li>• Recognise differences and respect cultural diversity.</li><li>• Have excellent interpersonal and communication skills at all levels.</li></ul>



<p><b>Duties</b></p>	<p><b><u>Qualities and knowledge</u></b> 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"><li>• Develop and communicate the school’s vision and drive the strategic leadership, empowering all pupils and staff to excel.</li><li>• Promote the school’s ethos, ensuring that this is a shared set of values formed by consultation with all stakeholders.</li><li>• 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.</li><li>• 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.</li><li>• Demonstrate personal behaviour that leads by example, forges positive relationships and attitudes towards and between pupils and staff, and with parents, governors and members of the local community.</li></ul> <p><b><u>Leading and Managing Staff and Pupils</u></b> 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"><li>• Ensure that the curriculum, pastoral care and administration meet the needs of all pupils.</li><li>• 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.</li><li>• 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.</li><li>• 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.</li></ul>
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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 in particular on governance functions, to set school strategy and enable the Directors 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 school 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 schools in South Essex Academy Trust, as well as other schools 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 school improvement, leadership and governance.
- Inspire and influence others - within and beyond the school - 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 Directors to secure a positive and effective working relationship focused on driving forward school improvement;

- Provide information, advice and support to the 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.



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|  | <ul style="list-style-type: none"><li>• Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement.</li><li>• Be the designated Child Protection Officer and be accountable for all elements of this role.</li><li>• Ensure all legal requirements for health and safety, maintenance and financial management are fulfilled.</li><li>• To undertake all reasonable leadership responsibilities for the good of the Trust and the school community.</li></ul> |
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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.