



EEEE Schools Job Description

Job Title	Headteacher - Primary	Job Reference	
Location	Hounsme Fields Primary School	Salary Scale	L15 - 21
<ul style="list-style-type: none"> • Day to day running of Hounsme Fields Primary School is delegated to the school's headteacher. • The headteacher is accountable to the Chief Executive Officer (CEO). The CEO will meet with school governors as part of the appraisal system to set targets, but as with all headteachers within the Trust any pay recommendations need to be signed off by the HR committee of EEEA. 			
In partnership with the Executive Headteacher:			
<ul style="list-style-type: none"> • Ensure the development of the school as stated in the Vision Statement. • Assist the Governors in developing the social and spiritual life of the school. • Provide leadership and professional expertise so that, in partnership with the staff and Governing Body the school may be managed efficiently, effectively, and enthusiastically. • Ensure that the children are encouraged to work hard to achieve their full potential and that the school and all other settings are developed in keeping with its Vision Statement. • Ensure that all children are safe in school 			
Core Purpose			
<ul style="list-style-type: none"> • To provide dynamic and inspirational leadership that will promote a secure foundation from which to achieve high standards in all are of the school's work. • To inspire, challenge, motivate and empower all members of the school community to carry the vision forward, promoting excellence, equality and high expectations. • To work in collaboration with EEEA Schools, supporting the value and vision, sharing expertise and supporting colleagues within the family of EEEA Schools. • The ability to evaluate the schools performance, identifying areas of improvement and priorities for continuous growth and development of the school and its children. • To deploy all resources, including staff and financial to achieve the school's aims. • To explore opportunities which will improve the learning and educational environment for all children. • To secure commitment and confidence of the wider community. • To have a secure knowledge of educational change and its impact upon the school. 			
Key Accountabilities			
Strategic Leadership & Shaping the Future			
<ul style="list-style-type: none"> • To work with the LAC, EEEA Schools and further key stakeholders to create a coherent vision for the school, ensuring it is clearly articulated, shared, understood and acted upon effectively by all. • Work within the school community to translate the vision, core aims, agreed objectives and operational plans, which will promote and sustain continual school improvement. • Ensure that strategic planning recognises the emotional, intellectual, social and spiritual aspect of life and considers the diversities that compromise the makeup of the school and wider community. • Enhance opportunities through collaboration with other schools within the EEEA family. 			
Leading, Teaching and Learning			
<ul style="list-style-type: none"> • To ensure a consistent and continuous school-wide focus on children's achievement, utilising data and appropriate benchmarks to monitor development in children, including disadvantaged and pupil premium children. • Administer strategies that secure high standards of child conduct and attendance. • Observe, evaluate and review classroom practice and promote improvement strategies. • Determines, organises and implements a diverse, flexible curriculum and puts into place an effective assessment framework. • Challenge under-performance at all levels, ensuring effective corrective action and follow-up through coaching and mentoring. 			

- To ensure that learning is at the centre of strategic planning and resource management.
- Demonstrate and articulate high expectations and set challenging targets for all children.
- Establishes teaching practices that will integrate the Foundation Stage, KS1 and KS2 into an effective Primary educational offering.

Securing Accountability

- The Headteacher is legally and contractually accountable to the CEO and Trust board for the school, its environment and all its work. The Headteacher also fulfils wider accountabilities in relation to children, parents, carers and other relevant groups.
- Utilises a range of evidence, including national, local and own schools performance data to support, monitor, evaluate and improve aspects of school life, including challenging poor performance and identifying educational trends.
- Ensure individual staff accountabilities are clearly defined, understood and agreed, with the understanding that they are subject to rigorous review and evaluation.
- Develop and present a coherent, understandable and accurate account of the schools performance to a range of audiences including LAC, EEEA Schools, parents and children.
- Ensure effective use of the schools budget and best practice in financial and employment matters.

Strengthening Community

- The Headteacher will engage with the internal and external school community and EEEA Schools to ensure equity and entitlement. This includes collaboration with other schools, with parents and carers and other agencies for the well-being of all children.
- Work effectively with other educational institutions locally and further afield building effective partnerships.
- Develop the provision of out of hours learning and extended learning opportunities.
- Build and maintain effective relationships with parents, carers, partners and the community that enhance the education of children and the wider community.
- Seek opportunities to invite parents, carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Recognising and championing opportunities for developing a rich and diverse school community, which respects the rights, responsibilities and dignity of all.

Managing the Organisation

- Ensure that within an autonomous culture, policies and practices take account of national and local requirements, policies and initiatives and complies with legal requirements.
- Recruit, retain and deploy staff appropriately. Staff training, CPD and an effective appraisal system should be first class and contribute to leading practice across the wider teaching school alliance.
- Manage the schools financial and human resources effectively and efficiently to ensure the schools aims and goals are achievable.
- Creates an organisation structure that reflects the schools values, and enables the management systems, structures and processes to work effectively in line with legal requirements and school objectives.
- Produces and implements clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure compliance with education statute and employment legislation.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all children and provide value for money.
- Manage the school environment efficiently and effectively, ensuring it meets the needs of the curriculum, health and safety regulations and safety of all children and staff.
- Ensure a child support (pastoral care) system that focuses on each learner and supports school improvement is in place.

Accountability

- The Headteacher is accountable to the CEO, EEEA Trust Board and Local Advisory Committee (LAC) for the standards achieved and the conduct, management and administration of the school subject to local and EEEA policies.
- EEEA Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

As Headteacher what should the staff expect of me?

1. To feedback to senior managers on performance and feed back to the teaching staff.
2. To be treated with dignity and respect.
3. To feel listened to if they have a suggestion.
4. To communicate regularly.
5. To provide professional support for future development.
6. To provide personal support to develop well-being.
7. To meet regularly to discuss issues.
8. To provide the resources required to carry out your jobs.
9. To have high expectations of performance
10. To advise and support on areas of pupil discipline
11. To advise and support with instances relating to parents.

Safeguarding

- EEEA Schools are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on, ethnicity, gender, transgender, age, disability, sexual orientation or religion.