



Job details

Salary: £62,570 to £72,496 (L17 to L23)

Hours: Full time

Contract type: Permanent

Reporting to: Trust Executive Leadership and the Local Governing Board

Core principles

The Headteacher will support the Trust Executive Leadership and the Local Governing Body, in providing professional leadership for the school which, in turn, secures success, improvement and financial and statutory compliance organisation that ensures high quality education, improved standards of learning and achievement and a safe and secure working environment.

- To lead school improvement through the championing of outstanding teaching, learning, and assessment.
- To contribute to and also provide leadership and management of the senior leadership team, staff and students.
- To ensure a high-quality school experience for all students, securing desired outcomes.
- To implement as positively and fully as possible the ethos, vision and key objectives of Nova Education Trust.

Main purpose

The headteacher will:

- Establish and sustain the trust's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively

Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Promote a culture of team in which the views of all members of the trust and school community are valued and taken into account
- Support the trusts ethos and vision
- Set an excellent example for other colleagues, working to a high standard in implementing policies, priorities and expectations
- Manage own workload and that of others to allow for an appropriate work/life balance

- Engage in professional development
- Promote equal opportunities and challenge all forms of prejudice

Duties and responsibilities

School culture and behaviour

The headteacher will:

- Create a culture where pupils experience a positive, ambitious and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on research, evidence and the work associated with John Hattie's Visible Learning
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs (SEN) and disabilities

The headteacher will:

- Promote a culture and practices that enable all pupils to access the curriculum
- Lead a clear approach to the successful education of children learning through English as an Additional Language
- Ensure that barriers to learning caused by disadvantage and vulnerability are overcome in pursuit of successful holistic outcomes for all
- Have ambitious expectations for all pupils with SEN and disabilities, with a desire to close the attainment gap
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Managing the school

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care

- Be responsible for the day to day management of health and safety in school. Complying with employer policies and procedures, including those for health and safety.
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk and maintain the risk register
- Contribute to the budget setting process as a member of the leadership team and governors
 - Setting appropriate priorities for expenditure
 - Allocation of funds
 - Overseeing effective administration and financial control
 - Monitoring and reviewing of resources
 - Ensuring value for money
- Be the custodian of the school brand and will work with other key staff to market and promote the school in its community to secure PAN

Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Promote the engagement of all staff in current research-based practice
- Create a strong culture of shared staff development and peer-reviewed innovation
- Seek training and continuing professional development to meet their own professional development

Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Present a coherent and accurate account of performance to a range of stakeholders
- Support the shared ethos around corporate responsibility
- Develop and sustain effective partnerships with key stakeholders - our learners, parents/carers and staff

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • National professional qualification for headship (NPQH) or recognised, demonstrable commitment to professional development as a school leader
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a primary school • Teaching experience • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development • Demonstrable experience of leadership in a school in a challenging social context • Experience of successfully educating children facing significant disadvantage and vulnerability
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build highly effective working relationships • Inspires and motivates pupils to succeed • Demonstrates knowledge of the whole primary national curriculum and expectations of the EYFS, including how it links together to create academic as well as spiritual, moral, social and cultural excellence. • Understanding of school administration, site management and health & safety
Personal qualities	<ul style="list-style-type: none"> • Commitment to uphold the 7 principles of public life (the Nolan principles) at all times • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position • Dedicated to the development of our school as a centre of excellence • Resilient in the face of change and willing to embrace innovation and creativity • Commitment to a collaborative, developmental approach and a willingness to help others • Unerringly pupil focused and genuinely positive • A desire to keep up to date with current thinking about education policy and practice

Notes:

This job description may be amended at any time in consultation with the postholder.