

### Employment details

Job title:	Executive Headteacher
Reports to:	Local Governing Boards
Hours of work:	Full-time
Salary:	Individual School Range L13-L19

### Main duties/responsibilities

<b>General duties</b>
Be a strategic leader who provides vision and outstanding leadership for the schools.
Be accountable for the performance of the schools, in terms of pupil outcomes and Ofsted inspections.
Delegate responsibilities as appropriate.
Be responsible for the leadership, internal organisation, management and control of the schools and be available for consultation as appropriate.
Build a collaborative learning culture across the schools to ensure pupils reach their full potential.
Promote and safeguard the welfare of pupils and ensure that staff understand their responsibility to protect children, in line with 'Keeping children safe in education' 2018 and 'Working together to safeguard children' 2018.
<b>Educational leadership and management</b>
Ensure the ' <a href="#">National standards of excellence for headteachers</a> ' are visible and embedded across the schools.
Develop a shared expectation of outstanding teaching and learning, with opportunities for shared learning and CPD.
Ensure both schools have a robust SDP in place and be available to consult on this.
Develop and implement an aspirational culture of learning for all – ensure there are effective systems for monitoring progress and intervention procedures are clear.
Set high educational standards – ensure staff understand this expectation and that effective support measures are in place to help staff achieve this aim.

Monitor progress against targets for pupil achievement and make suggestions to improve teaching and learning practices accordingly.
Ensure there is an effective behaviour management system in place at both schools.
Monitor pupil attendance, exclusions and behaviour across the schools and use this data when reviewing behaviour practices.
Monitor school leaders' performance and conduct reviews of performance – offer support and training as appropriate.
Ensure the schools have a focus on pupil achievements, using data and benchmarks to monitor this.
Ensure the schools are responsive to the needs of pupils, listen to pupil voice surveys and suggest adjustments to improve teaching strategies accordingly.
Implement a diverse, broad and balanced curriculum in collaboration with the schools' governing board and head of school.
Challenge underperformance at all levels and ensure effective intervention strategies are in place to maintain a high standard of teaching, offering training as appropriate.
Ensure a culture that supports and facilitates pupil engagement in, and ownership of, their own learning.
<b>Safeguarding and promoting the welfare of children</b>
Ensure a safe and supportive culture is adopted throughout the schools.
Identify key features of staff recruitment that helps to deter or prevent the appointment of unsuitable candidates.
Develop and introduce policies and practices that minimise opportunities for abuse and ensure its prompt reporting.
<b>Strategic leadership and management</b>
Define and deliver the vision and strategic plan of the schools, as agreed with the governing boards.
Embed collaboration and find and offer opportunities for the schools to share expertise and advice.
Create organisational structures that reflect the values of the schools.
Ensure the school's resources are organised and distributed effectively.
Work with the governing boards in all levels of strategic management.

<b>Personnel leadership and management</b>
Respond positively to feedback and act on results from staff surveys.
Ensure the schools have appropriate recruitment strategies in place, which consider safer recruitment.
Ensure there is a culture of working together to achieve high-standards and ensure communication procedures are established to enable this.
Manage the performance of the heads of schools and make recommendations to improve practices as necessary.
Undertake effective planning with heads of schools to ensure staffing needs are proactively identified and plans to combat these are in place.
Create a culture of reflective practice and professional development to ensure standards are continuously improving and areas of weakness are identified, and appropriate training is introduced.
Have an active role in middle and senior leadership development and offer any necessary training programmes.
Ensure equal opportunities are promoted at all levels across the schools, in line with the Equality Act 2010.
Support heads of schools during any staffing changes or recruitment needs.
Lead by example in terms of CPD by taking responsibility for their development needs.
Recruit, or ensure the recruitment of, high-quality staff members.
Celebrate the achievements of all and foster a culture of continuous improvement, facilitating training opportunities for staff, on a developmental basis and not just out of necessity.
Challenge staff underperformance, reviewing professional progress, and offer support to staff as necessary.
Establish strategies for induction to ensure new staff have the best welcome to the schools as possible – ensure heads of schools understand these strategies.
Implement strategies that ensure staff can maintain a healthy work-life balance.
Ensure school procedures empower staff by making them feel valued and provide them with opportunities to develop.
<b>Financial and business management</b>
Work closely with heads of schools and SBMs to ensure budgets are set and managed.

Manage financial and human resources effectively to ensure educational goals and priorities are met.
Establish and review staffing structures to ensure they remain efficient and reflective of the schools' vision.
Ensure resources are shared efficiently and actively pursue sharing and collaboration opportunities.
Ensure policies, in terms of compliance, finance, HR and IT, are implemented in accordance with law.
Manage sites and facilities to ensure they are utilised to their full potential.
Ensure all relevant health and safety standards are met, considering any requirements pertaining to letting facilities as well.
Control the delegation of budgets and, in collaboration with the governing boards, ensure the schools remain financially robust.
Ensure resources are managed effectively, including that they are shared appropriately, achieve value for money, are high-quality and adhere to any health and safety standards.
<b>Working with the wider community</b>
Ensure leadership is visible and actively engage with relevant businesses and community links to benefit pupils.
Ensure heads of schools are developing strong partnerships with parents and their wider school community.
Ensure there is a sense of school community, and that effective communication systems are in place to aid this.
Create proactive, entrepreneurial and effective links with the community including business, feeder schools/nurseries and local churches.
Provide strategic contributions and insight to ensure the continued development of the schools.
<b>Data analysis</b>
Utilise data effectively to identify areas for school improvement.
Identify problems through data analysis and act upon them, ensuring that the school's SDP and strategic direction are on track.
Through accurate and comprehensive data collection, monitor specific areas such as the quality of staff, the effectiveness of the SDP and classroom practice.
<b>Accountability</b>

Be accountable to the relevant governing boards and Chief Executive Officer.

Hold others within the schools to account, including ensuring that staff accountability is clearly defined, understood and agreed, and is subject to regular appraisal, review and evaluation.