**Job Description**

**POST:** Headteacher

**SCHOOL:** Lime Academy Hornbeam

**PAY RANGE:** L28-L33 (Outer London)

**ACCOUNTABLE TO:** The CEO and Lime Trust Board

**INTRODUCTION**

All schools in the Lime Trust embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance. All members of the Trust are responsible personally and collectively for supporting pupils in becoming confident individuals, successful learners and responsible citizens, through:

* Modelling the Core Values at all times
* Nurturing passions and interests and stimulating their intellectual curiosity
* Continuously raising aspirations and self-esteem
* Promoting independence and preparing pupils for the next stage in their life
* Developing effective methods of communication
* Intentionally developing Leadership
* Contributing to the wider range of opportunities offered by and for the school community
* Actively supporting and promoting pupil voice
* Assuming responsibility (as required) for the learning progress of a specific group of individual pupils

**JOB PURPOSE**

To deliver and sustain educational excellence in teaching and learning throughout the school and more widely as part of the Trust’s Senior Leadership Team, through a range of Leadership strategies.

**EXPECTATIONS**

At Lime Trust our Headteachers are lead professionals and key role models within the school communities they serve. We expect our Headteachers to lead by example the professional conduct and practice expected of teachers in a way that supports high quality continuous professional development for staff. They should secure a climate for the exemplary behaviour of pupils. They are expected to set standards and expectations for high standards of teaching and learning to ensure our pupils are given the opportunity to reach their full potential in all aspects of their personal and academic development.

We expect our Headteachers to work in accordance with the Nationals Standards of Excellence for Headteachers, at all times, adhering to the expectations as set out in the four ‘Excellence As Standard’ domains:

* Qualities and knowledge
* Pupils and staff
* Systems and process
* The self-improving school system

**RESPONSIBILITY AND KEY TASKS**

1. **STRATEGIC DEVELOPMENT**
* Uphold the Values of Lime Trust in all aspects of school life
* Actively contribute to and promote the overall ethos and values of the school and the wider Trust
* Inspire children to reach their full potential and challenge under-achievement
* Act as an ambassador for the school and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times
* Manage the organisational and educational change necessary to achieve and sustain success
* Ensure the Academy has a safe and healthy environment in which pupils’ wellbeing and welfare is nurtured
* Ensure the efficient use all physical and human resources to optimize learning opportunities for our pupils
* Report as required to the Academy Council and undertake all responsibilities detailed in the Trust’s schemes of delegation
* Develop and sustain positive working relationships with parents/ carers and other external agencies
* Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust’s business at all times
* Actively participate as a member of the Trust’s Senior Leadership Team to the development of the Trust as a whole
* Implement and monitor the operation of policies and procedures to successfully deliver the school’s strategic development
* Implement and maintain the school’s improvement plan and self-evaluation procedures
* Develop and implement a clear and progressive staffing strategy
* Promote a culture of delegated responsibility and accountability to all staff for pupil performance and attainment
* Ensure all statutory requirements are met
1. **TEACHING AND LEARNING**
* Lead staff development to promote new and innovative ways of teaching and learning to meet the needs of pupils of all abilities through the continuing development and implementation of a broad, balanced and stimulating curriculum
* Set high expectations for all staff to optimize learning opportunities for all pupils
* Ensure that all pupils are prepared for the next stage in their education and are prepared for their transition into adulthood
* Work with the SLT to monitor, track and assess pupil progress
* Continuously develop the physical environment and facilities of the school to provide a positive, welcoming, and safe environment for learning that is matched to pupil ability and need
* Foster a lively and welcoming ambience in which high standards of behaviour encourage learning and social development
* Report on the school’s educational performance to the governing body.
1. **LEADING AND MANAGING STAFF**
* Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust
* Take overall strategic responsibility for the leadership, organization and management of the whole school over both sites
* Promote a culture of learning through CPD, training, peer to peer support and reflection
* Effectively delegate day to day operational running of the school to the Deputy Head and other members of SLT, while maintaining overall responsibility and accountability
* Work collaboratively with the Trusts HR team in regard to recruitment and appointment of teaching and support staff to meet the short and long term needs of the school and its pupils while working within the parameters of the school budget
* Improve the quality of education provided and standards achieved through development and effective implementation of staff policies, procedures and working practices
* Manage effectively the deployment, appraisal, performance and development of all staff
* Promote, encourage and support team working and staff wellbeing both within the school and more widely with other schools across the Trust.
1. **FINANCIAL MANAGEMENT**
* Work with the Trust’s central finance team to advise the Academy Council on the formulation of the annual budget in order to ensure that the school secures its objectives
* To manage resources efficiently and effectively to improve progress, ensuring whole school expenditure, remains within the agreed budget

**GENERAL**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected undertake any other reasonable tasks and responsibilities as requested by the Director of Education for SEND or a member of the Trust Executive Leadership Team which fall within the scope of the post.

This post is subject to the current conditions of employment for Headteachers as contained in the School Teacher’s Pay and Conditions Document and the DfE National Standards for Headteachers.

**SAFEGUARDING**

The Lime Trust is committed to safeguarding and promoting the welfare of children and young people . The Headteacher will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust’s and the School’s safeguarding policies.

The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

**Headteacher: Person Specification**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Essential/Desirable | Application Form | Interview | Task/ presentation |
| Qualifications  | Appropriate degree qualification  | E | ✓ |  |  |
| NPQH or further professional qualification  | D | ✓ |  |  |
| Diploma or other Post Graduate Qualification in SEN or equivalent | D | ✓ |  |  |
| Skills, Knowledge and Experience | Proven leadership and management experience and expertise at senior management level in an educational setting | E | ✓ | ✓ | ✓ |
| Ability to challenge, influence and motivate others to attain high standards | E | ✓ | ✓ |  |
| Experience of planning for and leading whole school improvement | E | ✓ | ✓ |  |
| Record of successfully implementing initiatives to raise standards | E | ✓ | ✓ |  |
| Effective interpersonal, communication and presentation skills; both written and oral; including IT skills | E |  ✓ | ✓ | ✓ |
| Ability to manage time well and work under pressure to deadlines | E | ✓ | ✓ | ✓ |
| Ability to prioritise, delegate and share leadership and to accept support from others including colleagues and governors | E | ✓ | ✓ |  |
| Experience of working in partnership with colleagues from other agencies  | E | ✓ | ✓ |  |
| Successful experience of creating and maintaining effective partnerships with parents and the community | E | ✓ | ✓ |  |
| Understanding of and strong commitment to safeguarding and child protection, inclusion and equality for all | E | ✓ | ✓ |  |
| Teaching and Learning  | Ability to model excellence in teaching and lead, manage and motivate the whole school community  | E | ✓ | ✓ |  |
| Understanding of the principles of effective teaching and learning and the ability to promote a culture of learning throughout the school | E | ✓ | ✓ |  |
| Successful experience of monitoring, evaluating and pursuing excellence in teaching and learning and holding staff to account | E | ✓ | ✓ |  |
| Ability to create and maintain an environment which promotes good behaviour, independence, equality for all, social inclusion and that celebrates success | E | ✓ | ✓ |  |
| Understanding of the role and impact of assessment in children’s learning | E | ✓ | ✓ |  |
| A proven track record in achieving the highest standards of attainment and progress for all groups of pupils | E | ✓ | ✓ |  |
| A secure understanding of the SEND Code of Practice | E | ✓ | ✓ |  |
| Experience in leading Curriculum development to ensure the curriculum meets the needs of all and prepares them for the next stage in their life | D | ✓ | ✓ |  |
| Systems and process  | Ability to work in partnership with the governing body | E | ✓ | ✓ |  |
| Ability to collect, analyse and use data on pupils’ progress and performance to raise standards, using appropriate systems  | E | ✓ | ✓ |  |
| Ability through strategic financial planning to manage all available resources, ensuring best value | E | ✓ | ✓ |  |
| The self-improving school  | Ability to imagine and share a powerful strategic vision for the direction of the school | E | ✓ | ✓ | ✓ |
| A commitment to developing the school’s unique identity within the overall ethos and values of the Trust | E | ✓ | ✓ |  |
| Successful experience of leading and managing quality assured professional development activities; to lead and manage change | E | ✓ | ✓ |  |