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| **TEMPLATE – Insert Name of Collaboration / Federation /Partnership** |

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| **TEMPLATE – Job Description for Executive Head Teacher and Head of School**  ***(specific school or partnership related responsibilities should be set out in section 8)*** |

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| **Executive Head Teacher** | **Head of School** |
| **Name :** | **Name** |
| **Salary Range :** | **Salary Range :** |
| **Date of Issue:** | **Date of Issue:** |
| The publication of the job descriptions as a joint document is intended to clearly demonstrate the relationship and linked areas of responsibility and accountability between the two posts. | |

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| **1.0 Core requirements** | **Core requirements** |

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| 1.1 The appointment is to the post of Executive Head Teacher of the Collaboration / Partnership / Federation. As Executive Head Teacher of the Collaboration / Partnership / Federation you shall carry out your professional duties as circumstances may reasonably require as provided for under the relevant sections of the School Teachers’ Pay and Conditions Document (STPCD), all other applicable legislation, in particular the Education Act 1996 (c56), regulations, policies agreed by the governing body for which it is responsible, by the authority with respect to matters for which the governing body is not responsible or by the employer.  1.2 The Executive Head Teacher’s  responsibilities may be delegated to the  Head of School, deputy head teacher,  assistant head teacher or other member of  staff consistent with their conditions of  employment and the nature and extent of  their management responsibilities as  determined by the governing body.  1.3 In addition to the duties specified, you  may be required to undertake any other  duties which may reasonably be regarded  as within the nature of the duties and  responsibilities / grade of the post as  defined, subject to the proviso that normally  any changes of a permanent nature shall be  reviewed by the governing body and  incorporated into the job description.  1.4 This job description recognises that the  Teachers’ Standards (2011, as amended),  including the personal and professional Code  of Conduct applies to all teachers, including  the Executive Head Teacher.  1.5 Should circumstances arise which  require this job description to be reviewed  and amended, any changes will be  discussed with the postholder in the first  instance. Should a disagreement arise, you  will be afforded the opportunity of a meeting  to resolve the matter with the Governing  Body who may involve officers of the local  authority as appropriate.  1.6 This job description does not form part of  the Contract of Employment. | 1.1 The appointment is to the post of Head of School of the Collaboration / Partnership / Federation. As Head of School of the Collaboration / Partnership / Federation you shall carry out your professional duties as circumstances may reasonably require as provided for under the relevant sections of the School Teachers’ Pay and Conditions Document (STPCD), all other applicable legislation, in particular the Education Act 1996 (c56), regulations, policies agreed by the governing body for which it is responsible, by the authority with respect to matters for which the governing body is not responsible or by the employer.  1.2 The Head of School plays a major role  in the leadership and management of the  school under the overall direction of the  Executive Head Teacher. The post holder  will be required to work closely and  collaboratively with all other senior leaders,  including other Head of Schools posts. The  postholder is required to undertake any  professional duties and responsibilities of the  Executive Head Teacher as reasonably  delegated to him/her and work flexibly across  the partner schools as determined by the  Executive Head Teacher. Responsibilities  assigned to the Head of School may be  delegated to the deputy head teacher,  assistant head teacher or other member of  staff consistent with their conditions of  employment and the nature and extent of  their management responsibilities as  determined by the governing body.  1.3 In addition to the duties specified, you  may be required to undertake any other  duties which may reasonably be regarded  as within the nature of the duties and  responsibilities / grade of the post as  defined, subject to the proviso that normally  any changes of a permanent nature shall be  reviewed by the governing body and  incorporated into the job description.  1.4 This job description recognises that the  Teachers’ Standards (2011, as amended),  including the personal and professional Code  of Conduct applies to all teachers, including  the Head of School.  1.5 Should circumstances arise which  require this job description to be reviewed  and amended, any changes will be  discussed with the postholder in the first  instance. Should a disagreement arise, you  will be afforded the opportunity of a meeting  to resolve the matter with the Governing  Body who may involve officers of the local  authority as appropriate.  1.6 This job description does not form part of  the Contract of Employment. |

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| **2.0 Main Purpose of the Job** | |
| **Executive Head Teacher** | **Head of School** |
| 2.1 Responsible for providing overall strategic leadership development and with others, lead and develop the strategic direction, vision and values to enable the schools to deliver their aims and priorities.  2.2 Overall responsibility for all the Business and System infrastructure.  2.3 Responsible and accountable for oversight of the quality and effectiveness of leadership at all levels, teaching and learning and outcomes in all schools within the Federation. | 2.1 Supports the Executive Head Teacher in the strategic leadership of the school by translating the overarching strategy, vision, values and priorities of the federation / collaboration / school into deliverable outcomes tailored to the needs of the school.  Manages the implementation of key strategic priorities, harnessing and deploying resources to secure key objectives within agreed timeframes.  2.2 Responsible for the day to day leadership and management of the school and for day to day and operational management and organisation.  2.3 Responsible and accountable to the Executive Head Teacher for the quality and effectiveness of leadership , teaching and learning and outcomes at the school. |
| **3.0 Key responsibilities – vision, direction, development** | |
| **Executive Head Teacher** | **Head of School** |
| 3.1 The Executive Head Teacher will lead, develop and have overall responsibility for recruiting, inducting, retaining and deploying high-quality staff appropriately so that the vision, aims and key priorities for the schools within the Federation can be achieved.  3.2 To ensure that all staff are seen as the major resource in achieving the schools’ success. The Executive Head Teacher will determine and secure arrangements for effectively leading, appraising, managing, encouraging, developing and supporting staff and actively and visibly demonstrating his / her responsibility towards them.  3.3 Responsible for the overall internal organisation, management and control of each school. In carrying out his/herduties the Executive Head Teacher will consult, as appropriate, with the staff of the school, the pupils and the parents and carers of its pupils working collaboratively with the Heads of School.  3.4 To lead strategically to ensure effective accountability systems are in place to secure school effectiveness and for reporting accurately on outcomes to the Governing Body and other key stakeholders. | 3.1 The Head of School will have responsibility as directed by the Executive Head Teacher for recruiting, inducting retaining and deploying high-quality staff appropriately so that the vision, aims and key priorities for the school can be achieved.  3.2 To support the Executive Head Teacher to ensure that all staff are seen as the major resource in achieving the school’s success. The Head of School has the lead role for effectively leading, appraising, managing, encouraging, developing and supporting staff and actively and visibly demonstrating his / her responsibility towards them.  3.3 Responsible on a day-to-day basis for the internal organisation, management and control of the school. In carrying out their duties the Head of School will consult, as appropriate, with the staff of the school, the pupils and the parents and carers of its pupils, working collaboratively with the Executive Head Teacher and other Head of School.  3.4 Responsible on a day to day basis for the management of accountability systems to secure school effectiveness and for reporting accurately on outcomes to the Executive Head Teacher, Governing Body and other key stakeholders. |
| **4.0 Standards - Pupils and Staff** | |
| **Executive Head Teacher** | **Head of School** |
| 4.1 Demands ambitious standards for all pupils, as demonstrated in their own teaching and leadership responsibilities, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils’ outcomes.  4.2 Secures good teaching across the schools with increasing elements of outstanding through a comprehensive understanding of:   * how pupils learn * barriers to learning, especially for disadvantaged learners and proven strategies to overcome these * the core features of effective classroom practice, including securing effective behaviour for learning, and curriculum design   leading to rich curriculum opportunities and the securing of pupils’ well-being, effective learning and appropriate attainment and progress.  4.3 Creates and establishes the conditions for an educational culture of sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis which contribute to effective learning.  4.4 Creates an ethos within and between schools so that all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.  4.5 Identifies emerging talents, and establish a working environment where current and aspiring leaders are coached in a climate where excellence is the standard, leading to clear succession planning.  4.6 Leads and promotes the health, safety and well-being of all pupils and staff across the Federation.  4.7 Holds all staff to account for their professional conduct and the effectiveness of their practice. | 4.1 Demands ambitious standards for all pupils, as demonstrated in their own teaching and leadership responsibilities, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils’ outcomes.  4.2 Secures good teaching within the school with increasing elements of outstanding through a comprehensive understanding of:   * how pupils learn * barriers to learning, especially for disadvantaged learners and proven strategies to overcome these * the core features of effective classroom practice, including securing effective behaviour for learning, and curriculum design   leading to rich curriculum opportunities and the securing of pupils’ well-being, effective learning and appropriate attainment and progress.  4.3 Supports the creation of an educational culture within their school of sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis which contribute to effective learning.  4.4 Supports the creation of an ethos within their school in which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.  4.5 Identifies emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.  4.6 Promotes and ensure the health, safety and well-being of all pupils and staff in their school.  4.7 Holds all staff within the school to account for their professional conduct and the effectiveness of their practice. |
| **5.0 Systems and process** | |
| **Executive Head Teacher** | **Head of School** |
| 5.1 Ensures that the policies, systems, organisation, processes and Health and Safety responsibilities in schools within the Federation are well developed, well considered, meet legal and statutory requirements, secure best practice, are efficient, fit for purpose, evaluated, regularly reviewed and effectively implemented and appropriately shared with key stakeholders, upholding the principles of transparency, equality, integrity and probity and fulfil the school’s vision, aims and policies.  5.2 Provides a safe, calm and well-ordered environment for all staff and pupils, focussed on safeguarding pupils and their exemplary behaviour in school and in the wider society.  5.3 Promotes harmonious working relationships within the school(s), well-being and a healthy balance between work and other commitments for all staff.  5.4 Leads and establishes rigorous, fair and transparent policies, systems and processes, which recognise success and effective practice, are evaluated and regularly reviewed to ensure that they are fit for purpose and adapted to the schools’ setting in order to:   * manage the performance of all staff * address any under-performance * support staff to improve   5.5 Ensures through appraisal for all other teachers across the Federation that decisions relating to pay progression are clearly linked to performance. Advises the governing body on pay recommendations for all staff.  5.6 Establishes and implements arrangements for strong governance, developing positive and professional working relationships and actively ensuring that the Governing Body understands its role and delivers its functions effectively, in particular its functions to determine school strategy and to hold the Executive Head Teacher to account for pupil, staff and financial performance.  5.7 Develops and implements strategic, curriculum / pupil needs-led financial planning and effective financial management and control, to achieve value for money and ensure the appropriate, effective affordable deployment of budgets and resources, in the best interests of pupils’ achievements and the sustainability of each school within the Federation.  5.8 To ensure that leadership is distributed within and between schools, establishing teams of colleagues who have distinct roles and responsibilities, clearly set out and shared so that all staff are empowered to hold each other to account for their decision making and impact.  5.9 To ensure that arrangements are in place for the effective management of the schools in the absence of the Executive Head Teacher. | 5.1 Supports the Executive Head Teacher to ensure that the school’s policies, systems, organisation and processes and Health and Safety responsibilities are developed, well considered, meet legal and statutory requirements, secure best practice, are efficient, fit for purpose, evaluated, regularly reviewed and effectively implemented and appropriately shared with key stakeholders, upholding the principles of transparency, equality, integrity and probity and fulfil the school’s vision, aims and policies.  5.2 Provides a safe, calm and well-ordered environment for all staff and pupils, focussed on safeguarding pupils and their exemplary behaviour in school and in the wider society.  5.3 Promotes harmonious working relationships within the school(s), well-being and a healthy balance between work and other commitments for all staff.  5.4 Supports the Executive Head Teacher to establish rigorous, fair and transparent policies, systems and processes, which recognise success and effective practice, are evaluated and regularly reviewed to ensure that they are fit for purpose and adapted to the school setting in order to:   * manage the performance of all staff * address any under-performance * support staff to improve   5.5 Ensures through appraisal for all teachers in the school that decisions relating to pay progression are clearly linked to performance. Supports the Executive Head Teacher to advise the governing body on pay recommendations for all staff.  5.6 Supports the Executive Head Teacher to establish and implement strong governance, developing positive and professional working relationships and supporting the Executive Head Teacher to ensure that the Governing Body understands its role and delivers its functions effectively, in particular its functions to determine school strategy and to hold the leadership of the school to account for pupil, staff and financial performance.  5.7 Under the direction of the Head Executive Head Teacher supports the development and implementation of strategic, curriculum / pupil needs-led financial planning and effective financial management and control, to achieve value for money and ensure the appropriate, effective affordable deployment of budgets and resources, in the best interests of pupils’ achievements and the sustainability of each school within he Federation.  5.8 To work collaboratively with the Executive Head Teacher and other senior leaders to ensure that leadership is distributed within and between schools, establishing teams of colleagues who have distinct roles and responsibilities, clearly set out and shared so that all staff are empowered to hold each other to account for their decision making and impact.  5.9 In the absence of the Executive Head Teacher, the Head of School must undertake their professional duties and effectively manage the school(s), to ensure that arrangements are in place for the effective management of the school(s) in the absence of the Head of School. |
| **6.0 The self-improving school system** | |
| **Executive Head Teacher** | **Head of School** |
| 6.1 Provides strategic leadership and coordination to create outward-facing schools which work with other schools, partners and key stakeholders, including parents and carers, - in a climate of mutual challenge and support - to secure the development of best practice so that all pupils achieve their potential by making good progress from their starting points.  6.2 Overall responsibility to develop and maintain effective relationships with fellow professionals, colleagues in public services and in the business and voluntary sector and Trade Unions representing staff in the school to improve academic and social outcomes for all pupils.  6.3 Challenges traditional practice in education in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.  6.4 Shapes the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.  6.5 Ensures that all staff understand the importance of and are open to engaging with innovative approaches to school improvement, leadership and governance, in the best interest of pupils, based on research of models with proven impact. | 6.1 Provides support to the Executive Head Teacher to create an outward-facing school which works with other schools, partners and key stakeholders, including parents and carers, - in a climate of mutual challenge and support - to secure the development of best practice so that all pupils achieve their potential by making good progress from their starting points.  6.2 Develops and maintains effective relationships with fellow professionals, colleagues in public services and in the business and voluntary sector and Trade Unions representing staff in the school to improve academic and social outcomes for all pupils.  6.3 Challenges traditional practice in education in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.  6.4 Supports the Executive Head Teacher to shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.  6.5 Supports the Executive Head Teacher to ensure that all staff understand the importance of and are open to engaging with innovative approaches to school improvement, leadership and governance, in the best interest of pupils, based on research of models with proven impact. |
| **7.0 Competencies - Qualities and knowledge** | |
| **Executive Head Teacher** | **Head of School** |
| 7.1 Holds and articulates clear values and moral purpose, focussed on providing a world-class education for the pupils he/she serves.  7.2 Demonstrates optimistic personal behaviour, positive relationships and attitudes towards staff and pupils, and towards parents and carers, governors and members of the local community.  7.3 Leads by example - with integrity, creativity, resilience, and clarity - drawing on his/her own knowledge, continuous learning, expertise and skills, and that of those around them. Participates in the arrangements for appraisal and review of his/her own performance in line with the schools’ policy and expectations.  7.4 Sustains wide, current knowledge and understanding of education and school systems locally, nationally and globally, and takes responsibility for his/her own continuous professional development.  7.5 At all times, displays political and financial astuteness, within a clear set of principles centred on the school’s vision, ably translating local and national policy into the schools’ context.  7.6 Effectively communicates the schools’ vision and drives the strategic leadership, empowering all staff and pupils to excel.  7.7 Inspires and influences others - within and beyond the schools - to believe in the fundamental importance of education in young people’s lives and to promote the value of education. | 7.1 Supports the Executive Head Teacher to articulate clear values and moral purpose, focused on providing a world-class education for the pupils he/she serves.  7.2 Demonstrates optimistic personal behaviour, positive relationships and attitudes towards staff and pupils, and towards parents and carers, governors and members of the local community.  7.3 Leads by example - with integrity, creativity, resilience, and clarity - drawing on his/her own knowledge, continuous learning, expertise and skills, and that of those around them. Participates in the arrangements for appraisal and review of his/her own performance in line with the school’s policy and expectations.  7.4 Sustains wide, current knowledge and understanding of education and school systems locally, nationally and globally, and takes responsibility for his/her own continuous professional development.  7.5 At all times, displays political and financial astuteness; commensurate with the role, within a clear set of principles centred on the school’s vision, and with support from the Executive Head Teacher ably translates local and national policy into the school’s context.  7.6 Effectively communicate the school’s vision and supports the Executive Head Teacher to drive the strategic leadership, empowering all staff and pupils to excel.  7.7 Inspires and influences others - within and beyond schools - to believe in the fundamental importance of education in young people’s lives and to promote the value of education. |

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| **8.0 Particular Additional Responsibilities attached to the post** | |
| **Executive Head Teacher** | **Head of School** |
| 8.1 Ensures that leadership teams work within the Area Strategy Groups and other appropriate Networks  8.2 Manages the appraisal for the designated posts as set out in School’s Appraisal policy and ensures that the appraisal arrangements are effectively monitored in line with the School Appraisal and Pay Policies.  8.3 Leads the Staff Leadership Development Programme, to ensure the development of middle and senior leaders across the Federation.  8.4 Leads a regular federation senior leadership meetings / annual conference ensuring that staff from within the Federation lead workshops and presentations.  8.5 Leads the induction programme for new staff recruited to the Federation.  8.6 Takes responsibility for the development and maintenance of all planning tools and documents (including SEF, Improvement Plans, Key Performance indicators, Best Practice Evidence etc).  8.7 Takes responsibility for excluding pupils for a fixed period(s) of no more than 45 days in a year or permanently.  8.8 Facilitates a “Pupil Voice” to ensure that pupils can contribute to the development of the school.    8.9 The Executive Head Teacher is entitled to a reasonable amount of time during the school sessions, having regard to their teaching responsibilities, for the purpose of discharging their leadership and management responsibilities.  8.10 The Executive Head Teacher is entitled to a break of reasonable length in the course of each school day, and must arrange for a suitable person to assume responsibility for the discharge of their functions as head teacher during that break. | 8.1 School and / or Federation specific responsibilities will be determined through the appraisal process and cycle of regular management meetings.  8.2 Manages the appraisal for the designated posts as set out in School’s Appraisal policy and ensures that the appraisal arrangements are effectively monitored in line with the School Appraisal and Pay Policies.  8.3 The Head of School is entitled to a reasonable amount of time during the school sessions, having regard to their teaching responsibilities, for the purpose of discharging their leadership and management responsibilities.  8.4 The Head of School is entitled to a break of reasonable length in the course of each school day, and must arrange for a suitable person to assume responsibility for the discharge of their functions as Head of School during that break. |

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| **9.0 Signatures** | |
| **Executive Head Teacher** | **Head of School** |
| **Date Issued :** | **Date Issued :** |
| **Print Name(employee):** | **Print Name(employee):** |
| **Signed (employee): Date:** | **Signed (employee): Date:** |
|  |  |
| **Signed (C of G): Date:** | **Signed (C of G): Date:** |
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