

Job Description

Post	Executive Headteacher
Accountable to	Board of Governors
Line management of	The Academy's Deputy Headteachers, its Facilities manager, Chief Financial officer and Special Educational Needs Co-ordinator.

Overall purpose of the job

The Executive Headteacher is the Academy Trust's most senior manager with overall responsibility for running the Trust's school. The school is organised into two parallel mini schools each for 750 pupil and each housed in its own building. The Executive Headteacher is charged with responsibility for securing high educational standards across the school: ensuring that all the elements of the school's work, its strategic planning, curriculum, staff training, working conditions for its staff and pupils all serve to ensure that teachers teach good lessons to pupils who are ready and able to learn.

Duties and responsibilities

To demonstrate all the characteristics and carry out the full range of duties set out in the National Standards of Excellence for Headteachers (2015)

To promote the 'sanctity of teaching' by keeping all aspects of the Academy's work under review and where necessary remove or changing practices to ensure that the Academy's teachers are able to deliver their best.

To lead the Academy based on the key principles as manifested in the curriculum, pastoral and behaviour management systems: to maintain the approach of mixed attainment teaching, systematic shared practice, the Back on Track and PREP systems and a pastoral approach based on increasing pupil's autonomy and self-regulation.

To ensure that the Academy's two mini schools run in parallel serving identical cohorts and that the Academy's key principles and day-to-day arrangements are applied identically in both mini schools.

To ensure that at all times the Academy uses its best endeavours when making its educational provision for those children who have Special Educational Needs and that the Academy's notional SEND budget and additional High Needs Funding is spent on making this provision

To be the Academy Trust's Accounting Officer

On behalf of the Board of Governors to take those decisions delegated to the Executive Headteacher.

To comply with the procedures and routines of the department within which the Executive Headteacher's assigned classes fall

To comply with the Teachers' Standards.

To teach the full age and ability range, preparing lessons following the agreed departmental schemes.

To uphold the Academy's disciplinary rules and staff code of conduct.

To follow the Academy's health and safety requirements.

To be committed to safeguarding and promoting the welfare of children and young people and

to follow the relevant policies and procedures.

Contribute to the maintenance of a caring and stimulating environment for young people

Always act in accordance with the statutory frameworks that set out how the Academy must operate.

To carry out any other reasonable duties within the scope of the post as directed by the Board of Governors.

Date of issue:

Signature of Post holder:

Signature of Headteacher: