



JOB DESCRIPTION

POST TITLE :

Executive Head Teacher /School Improvement Lead

SALARY :

L24 – L30

REPORTING RELATIONSHIP

Chief Executive Officer and Local Governing Body of Cambrai Community Primary School

JOB PURPOSE :

To provide dynamic and strategic direction and leadership & school improvement expertise to the Multi Academy Trust.

The role will hold statutory headship responsibility.

MAIN DUTIES/RESPONSIBILITIES

1. To fulfil the statutory role of Head Teacher ensuring all the professional duties required of a Head Teacher in accordance with the School Teachers' Pay & Conditions Document are met.
2. To promote the ethos and vision of the Academy Trust and to present it to a wide range of audiences.
3. To ensure compliance with the Academy Trust Scheme of Delegation.
4. To provide dynamic and strategic direction and leadership for School Improvement & Teaching and Learning in the Academy Trust.
5. To be jointly accountable for all aspects of Teaching and Learning and Standards across the Academy Trust and act as a principal advisor to the Academy Trust Board of Directors on all areas of provision across the Trust.
6. Be proactive in addressing the priorities of the Academy Trust and take a lead on Teaching and Learning, within the Trust strategic plan.
7. Hold line management responsibility for Executive Leadership Team.
8. To be responsible for ensuring implementation of all policies across the Trust.
9. Acts as an ambassador for the Academy Trust in developing partnerships and links with stakeholders that promotes a positive profile of the Trust.

10. Take a leading role in key plans and documents such as school self evaluation, school improvement plans etc.
11. To provide motivational and inspirational leadership at all levels of the organisation.
12. To lead the Academy Trust in achieving excellence with a focus on continuous improvement and raising standards.
13. Build and maintain strong relationships with parents, staff, directors and governors across the Trust.
14. Support the need for effective communication, both internal and external to the Trust, including liaising with the local and national media.
15. Ensure equality of opportunity for all.
16. The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
17. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
18. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
19. These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities which the Board of Directors may determine

This is not a complete statement of all duties and responsibilities of this post. It contains only the facts necessary to rate this standard job at the resultant responsibility.

THIS POST REQUIRES ENHANCED DBS DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE, AND WILL ALSO BE SUBJECT TO RECHECKING AS APPROPRIATE

Date: September 2017

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Qualified Teacher Status	AF/C	D1	Degree / Masters Degree in related discipline	AF/C
				D2	Recognised Management qualification	AF/C
				D3	NPQH qualification	AF/C
Experience & Knowledge	E2	A minimum of 5 years experience as a senior education leader	AF/I/R			
	E3	Registered Ofsted Inspector	AF			
	E4	Experience of developing a highly exciting and innovative curriculum, which is personalised to the needs of the whole child.	AF/I/R			
	E5	Experience of managing, developing, inspiring and motivating staff.	AF/I/R			
	E6	Demonstrable success in raising standards at KS1 and K2; and meeting challenging targets.	AF/I/R			
	E7	Experience of supporting the management of significant organisational development & change.	AF/I/R			
	E8	Experience of presenting high quality, strategic information to Governors, and supporting their role as a “critical friend”.	AF/I/R			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E9	Experience of implementing effective pupil tracking systems to ensure that pupils of all levels of ability achieve their full potential and beyond	AF/I/R			
	E10	Experience of strategically leading on school finance issues, including budget management and funding allocation.	AF/I/R			
Skills	E11	Excellent oral and written communication skills with an ability to negotiate at all levels.	AF/I/P			
	E12	Be E-confident and able to understand and sell the benefits of ICT and future technology in an educational context.	AF/I/P			
	E13	Ability to set appropriate targets for the improvement of school performance and how to establish, monitor and evaluate an action plan in relation to those targets.	AF/I/P			
	E14	Ability to interpret and implement new legislation, policies and directives.	AF/I/P			
	E15	Ability to analyse information from a wide variety of sources and solve complex problems.	AF/I			
	E16	Ability to demonstrate sound leadership in managing transition between key stages for pupils across the school, and with partner schools.	AF/I/P			

	E17	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines.	AF/I/P			
ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Personal Attributes	E18	High personal standards of integrity and probity.	AF/I			
	E19	Enthusiasm, vision, drive, adaptability and resilience.	AF/I/P			
	E20	Be confident, positive and approachable.	AF/I/P			
	E21	Be able to secure the loyalty and confidence of pupil, staff, parents, Governors and others.	AF/I/R			
	E22	Have consideration of the views of others	AF/I/P			
	E23	Advocate a sound educational philosophy, with the ability to translate into practice.	AF/I/P			
	E24	Ability to create a learning culture within the organisation which is recognised by staff, pupils and parents.	AF/I			
	E25	Commitment to own and others personal development.	AF/I			
	E26	Evidence of being able to build and sustain effective working relationships with staff, governors, parents and the wider community including with Local Authority, Department for Education, external partners etc.	AF/I/R			
E27	Evidence of being a high profile, inspirational leader	AF/I/R				

	E28	Emotional resilience in working with children and adults	I/R/D			
ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E29	High degree of motivation for working with children and young people	I/R			
	E30	Be able to understand and develop your own emotional intelligence	AF/I/P			
Special Requirements	E31	Be able and willing to work outside normal hours in order to meet the demands of the role.	AF/I			
	E32	Suitable to work with children	D			

Key – Stage identified	
AF	Application Form
C	Certificates
D	Disclosure
P	Presentation
I	Interview
R	References