

EXECUTIVE HEADTEACHER RYTON INFANT AND JUNIOR SCHOOLS

JOB PROFILE

Overall	To meet the requirements of a Head Teacher as set out in the School Teachers' Pay and Conditions Document, school and local authority policies.
Responsible to	School governing body and Strategic Director Care, Well-being and Learning.
Strategy	In consultation with staff, governors and children to create and maintain the ethos, values and aims of the schools.
	To have high expectations and lead by example.
	To work with the governing body to determine the strategic direction and successful realisation of the federation.
	To keep under review the work and organisation of the schools and continue to evaluate the effectiveness of the curriculum in the light of children's needs, national and local priorities.
	In consultation with staff, governors and children to draw up and implement a school improvement plan.
	To ensure implementation of key statutory policies, including equal opportunities, anti-discrimination, special educational needs and disability and to promote an understanding of the diversity of life in Britain and of fundamental British values.
	To provide clear strategic direction for the schools, which achieves the highest quality educational provision across all three key stages including personal, social and academic outcomes.
	To ensure that the schools benefit from a rigorous self-evaluation framework which substantially contributes to improved outcomes in both schools.
	To take the lead and advise the governing body in the recruitment and appointment of staff.
	To ensure that current educational initiatives are incorporated effectively within both schools' drive for improvement.
	To build and maintain secure, caring, welcoming, happy, stimulating and challenging learning environments.
	Attendance at and participation in meetings relating to the curricular administrative, organisational, pastoral and managerial arrangements for the schools.
Finance and Resources	To plan, manage and monitor the use of finances and resources effectively to achieve the aims of the schools.
Curriculum and Learning	To lead the educational development of the school and ensure that each child's educational programme meets their individual needs.
	To monitor and evaluate the standards of teaching and learning and children's progress across both schools.
	To provide for the emotional, social and personal development of children to complement their academic development.
Staffing	To work with other senior leaders to coach staff to develop their teaching skills based on areas of development identified in observations.
	To manage and motivate all staff to ensure the curriculum is delivered effectively.
	To provide opportunities for continuing professional development for all staff.
	To lead and support the leadership team individually and collectively.
	To manage the performance of all staff in line with statutory requirements and delegate responsibilities where appropriate, ensuring the highest quality of performance.

Liaison	To work closely with the governing body to ensure the schools operate effectively and efficiently, leading to highly effective provision across both schools.
	To develop positive relationships with parents, the local authority, other schools and the local community.
	To work with stakeholders to develop strategies to increase pupil numbers.
	To arrange for parents to be given regular information about the curriculum, progress of their children and other matters affecting the schools.
	To work effectively with other professionals to ensure the best possible skills and resources are available for all children in order to maximise their potential.
	To provide regular reports to the governing body on the impact of the work of the school.
	To provide opportunities for developing inclusive practice for both children and staff in partnership with relevant organisations.
Premises	To create welcoming, safe, stimulating and suitable environments in which children, staff and visitors feel comfortable and which are conducive to learning.
Personal Development	To engage actively in performance management and continuing professional development to ensure professional skills are kept up to date and developed.

The Job Description is current at the date shown, but in consultation, may be changed by the governors to reflect or anticipate changes in the job commensurate with the grade and job title.

The Executive Head Teacher will be expected to comply with any reasonable request from the governors to undertake work of a similar level that is not specified within this job description.