

Job Description – Headteacher – Ovingham Middle School

Accountable to:	Chief Executive Officer, Tyne Community Learning Trust
Accountable for:	All Ovingham Middle School teaching and support staff
Headteacher Salary Range:	Leadership 16 to Leadership 22

Role Purpose

To provide professional leadership, vision, strategic direction and management for the School and the Trust. Leading by example and ensuring that all staff are held accountable in order to secure continued success and improvement whilst fully embedding School and Trust values, vision and ethos.

To enable continuous improvement in order to maintain the School's ongoing success and further improve all aspects of the School's performance and standards to ensure the highest quality education for all pupils and the highest standards of learning and achievement.

To take overall responsibility for ensuring the safeguarding and welfare of all pupils.

Strategic Direction

- Working together with the Chief Executive Officer and governors/trustees to devise, implement and monitor an ambitious vision and ethos for the future of the School, which focuses on best practice to ensure effective teaching, successful learning and creating, implementing and monitoring action plans as appropriate.
- Be an excellent role model and provide inspiration, motivation, vision and purpose in line with the aims, visions and objectives of the School and the Trust and ensure these are clearly articulated, shared, understood and adhered to effectively by all staff.
- Lead and manage the School through effective and strategic resource planning.
- Implement a strategic school development plan ensuring this identifies current, relevant priorities and targets taking account of the diversity, values and experience of the School/Trust and community at large.
- Regularly communicate and work effectively with Trust wide School colleagues to embed shared and collaborative working practices across the Trust.
- Devise, implement, manage and monitor change initiatives.
- Promote a culture of inclusion within the School community where all views are valued and taken into account.

Leadership and Management

- Lead on the day-to-day operational management of the School, including the effective deployment of staff and physical resources in order to ensure that the highest quality of education is delivered.
- Create and develop an organisation where all staff are committed to the School and Trust aims and where all staff work collaboratively, share knowledge, understanding, celebrate success and accept responsibility.
- Create an ethos in which all staff are motivated and enabled to carry out their roles to the highest standards (in line with Teachers' Standards) and are supported to develop their own skills and subject knowledge and to support each other.
- Challenge and support underperformance at all levels and ensure action is taken to secure improvement.
- Implement the Trust's performance management policy and ensure individual staff objectives are clearly defined, understood, agreed, and subject to rigorous assessment and review. Address any underperformance by supporting staff to improve and ensure excellent practice is acknowledged and valued.
- Ensure that all staff understand they are accountable for meeting individual objectives and for the success of the School.
- Present regular accurate and comprehensive accounts of the School's performance in a form appropriate to a range of audiences.

Teaching and Learning

- Create, secure and sustain outstanding teaching and effective learning throughout the School through an analytical understanding of how pupils learn, the core features of successful classroom practice and curriculum design. Exemplify outstanding teaching and promote the highest expectations. Implement a robust system of monitoring, evaluation and review, including lesson observations to ensure consistency and quality.
- Promote and safeguard the welfare of pupils, ensuring that the policies and procedures relating to safeguarding and child protection are fully implemented and followed by all staff.
- In collaboration with staff and the Chief Executive Officer, lead on the development, review and implementation of all aspects of the curriculum and its assessment to ensure this meets with statutory requirements and is relevant to the needs of all children, including planning and liaising with subject leaders to ensure the delivery of appropriate, creative, comprehensive, high quality and cost-effective curriculum programmes.
- Ensure creativity, innovation and the use of appropriate new developments, technologies and systems - locally/nationally/globally to achieve excellence.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Oversee that all pupils have realistic and challenging targets and that pupils are actively involved in their own learning, using data and benchmarks to monitor progress in every child's learning.
- Ensure that effective partnerships with parents/carers are created with relevant colleagues to support and improve pupils' achievement and personal development.

- Ensure that there is an effective, accurate, robust system of assessment of pupils' achievement and reporting to parents which ensures they are well informed about their child's attainment and progress and how they can best support their child.
- Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards, which take account of national and school data, inspection and research findings and reflect best practice.
- Ensure pupils with special educational needs have adequate provision to meet their individual targets and make maximum progress.
- Collaborate with other agencies to promote and ensure opportunities for the development of academic, spiritual, moral, social, emotional and cultural wellbeing of children and their families.
- Create and promote School strategies for developing inclusion practices.
- Implement and oversee School strategies that achieve outstanding standards of punctuality and attendance.
- Implement the Trust's behaviour Policy and establish an environment which ensures exemplary student behaviour in a safe, calm and well-ordered environment and which reflects the Trust's ethos and promotes development and learning and secures safety and discipline.
- Ensure that the School environment meets health and safety regulations at all times.
- Actively engage with parents/carers and members of the local and wider community to ensure local learning experiences for children, enrich the School/Trust and elevate its value in the local/wider community.
- Undertake the role of a classroom teacher, in line with the Teachers' standards to provide occasional/emergency cover.

Systems and Process

- Lead regular reviews of all school systems and processes to ensure they are well considered, efficient and fit for purpose and uphold the principles of transparency, integrity and probity.
- In partnership with Governors and the Chief Executive Officer, develop and implement strategic, curriculum-led financial planning.
- Ensure the efficient, effective and equitable management and deployment of budgets and resources to reflect the best interests of pupils and which support the School's educational goals and priorities.
- Ensure that effective systems are in place to meet the needs of all pupils and that these are coordinated, monitored, evaluated and reviewed.
- In partnership with Governors and the Chief Executive Officer, embed strong governance and actively support the governing body to understand its role and deliver its functions effectively.
- Develop, implement and review Trust/School policies appropriate to the delegated areas of responsibility in line with the Scheme of Delegation.

School Improvement

- Lead School improvement and school self-evaluation planning processes.
- Work with the School Improvement Partner to ensure effective and robust monitoring, evaluating and reviewing the effects of the School improvement plan to secure continuous progress and school improvement.
- Be outward looking to ensure that the School remains current and innovative.
- Ensure school developments are in the best interests of pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence. Harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance. Be confident of the vital contribution of internal and external accountability.

General

- Carry out professional duties in accordance with the requirements of the School Teachers Pay and Conditions Document and other relevant statutory and legislative documents.
- Demonstrate a commitment to safeguarding children as a priority.
- Be an excellent role model of professional conduct, demonstrating the highest personal ethics and standards of expertise and commitment
- Develop and maintain effective, constructive working relationships with all, based on equality and respect.
- Display appropriate conduct as outlined in the School/Trust, Code of Conduct, Health and Safety and Equalities Information and Objectives Policies.
- Understand, comply with and promote the Trust's scheme of delegation and all relevant School/Trust policies and procedures.
- Work individually and as part of a team, to support the mission statement, values and ethos of the School/Trust. Achieve individual, departmental and School/Trust aims, objectives and standards.
- Take responsibility for and demonstrate a commitment to your own continuous personal development, in line with agreed annual performance objectives and attend learning and development events, as requested.
- Regularly review own practice and achievements and consider feedback.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Understand and support differences and ensure equal opportunities for all.
- Ensure that all duties are undertaken in a safe manner, minimising risk, at all times.
- Undertake any other duties which may reasonably be regarded as appropriate to the responsibilities of the post, as requested by the line manager.

This job description is not contractual, and may be amended at any time, after consultation with the post holder and will be reviewed annually.