



## Job Description & Person Specification

### **Headteacher – Brine Leas School Leadership L32 to L36**

**(£106,626 - £117,601p.a.)**

- + Pension Scheme (TPS)
- + The Cornovii Trust Employee Assistance Programme
  - + A laptop to use whilst in employment
  - + Priority admission for children of staff
- + Comprehensive induction programme and continued support

The Headteacher will support the CEO, the Local Governing Body and the Trust Board, in providing professional leadership for the school which, in turn, secures success and improvement, ensuring high quality education, improved standards of learning and achievement for all students.

### **Purpose of the Role**

To have due regard for the Headteachers' Standards (2020), and to seek to develop the characteristics set out in each of the domains through continuous professional development.

- Carry out the duties of a Headteacher as set out in the School Teachers' Pay and Conditions Document (Headteacher).
- Lead school improvement through the championing of outstanding teaching, learning, and assessment.
- To role model the highest standards in terms of values, principles, work ethic and professionalism to the entire school community.
- Lead and manage the senior leadership team, all staff and students.
- Ensure a high-quality school experience for all students, securing desired outcomes.
- Implement as fully as possible the vision and key objectives of the school and the trust.

**Reporting to:** CEO and Chair of Governors, Brine Leas School.

### **Main Areas of Responsibility**

#### **Strategic**

Working with the CEO, governors and senior leadership team contribute to the development of a strategic view and shared vision for the school in the community and analyse, and plan, for its future needs and further development.

Support the continuation of the trust and school's ethos which promotes effective teaching and learning, which sustains improvement in the development of all students, and the development and implementation of a strategic plan.

Produce short, medium and long-term plans to develop the school in relation to:

- The aims of the school and its policies and practices.
- Targets for realistic but challenging improvements and school developments.
- Personnel policies and deployment.
- The leadership and management of all leaders in the school.
- Lead a robust quality assurance programme across the school.
- Lead the school improvement and school self-evaluation planning process
- Effectively manage school resources and the school's budget.
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- Promote a culture of inclusion within the school community where all stakeholders are valued, and everyone feels supported.

Monitor the progress made towards achieving the targets and plans set and use this information to plan future developments.

#### **Leadership and Management**

- To lead the school, including the senior leadership team with integrity, resilience, clarity, creativity, optimism and treating all stakeholders with respect.
- To ensure there is high quality training and professional development for all staff.
- To implement effective performance management and professional development review systems across the school.
- To ensure the effective safeguarding of all students.

- Further developing the positive and professional culture within the school.
- Support and challenge colleagues throughout the school, recognising their achievements and holding them to account where necessary.

## **Resources**

The Headteacher will deploy staff and resources efficiently and effectively in line with the school's budget, trust's vision and budget setting principles.

Oversee, manage, monitor and complement the school's budget and budget planning through setting appropriate priorities for expenditure, effective budget monitoring and control, thus ensuring maximum value for money.

Work with the CEO, governors and senior colleagues to recruit staff of the highest quality, deploying and developing staff effectively to improve the quality of education.

## **Teaching and Learning**

The Headteacher, as the lead member of the senior leadership team, together with the CEO, and local governing body will seek to secure and sustain effective teaching and learning, monitor and evaluate the quality of education and standards of students' achievements, and use benchmarks and set targets for improvement.

Secure excellent teaching and learning across the school through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design. Act as an excellent role model to all staff and reflect a high level of professional teaching standards.

Support and provide guidance for colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of students.

Demand ambitious standards for all students, overseeing disadvantage and advancing equality, instilling a strong sense of accountability in all staff for the impact of their work on students' outcomes.

Help to establish and implement clear policies and practices for assessing, recording and reporting on student achievements in line with school policy.

Lead the processes involved in monitoring, evaluating and improving the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality.

To systematically monitor the progress of all cohorts and to ensure that aspirational targets are set for every student's learning and progress.

Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school.

Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.

## **Partnerships**

The Headteacher will be an ambassador for the school and the trust in the wider community, ensuring that the school is a preferred choice for local parents. They will skilfully and continually enhance the school's reputation both directly (through marketing and promotion) and indirectly (through school improvement).

Lead the selection and appointment of all staff, including overseeing the work of supply staff/trainees/volunteers in the school.

Further strengthen the collaborative working that exists between the schools in the trust and local area.

Be an excellent role model for both staff and students in terms of being reflective and demonstrating a desire to improve and learn.

Take responsibility and accountability for all aspects of leadership

### **Other professional requirements**

- To play a full part in the life of the school, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To contribute positively and collegiately to the MAT's Executive Senior Leadership Team.
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To undertake any reasonable request of the CEO and accept any reasonably delegated additional responsibility from the CEO.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The job description is current at the date shown, but, in consultation with you, may be changed by the CEO and/or The Chair of Governors to reflect or anticipate changes in the job commensurate with the grade and job title or changes to Headteacher Standards.





## School Ethos

- To sustain wide, current knowledge and understanding of education and school systems, effective leadership practices and continually review their own practice, performance and actively pursue continuous professional development.
- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend school events such as Open Evenings.
- To promote actively the school's corporate policies.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the school's Safeguarding/Child Protection policies.
- To be aware of and comply with all school and the Cornovii Trust's policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

**Important  
The Rehabilitation of Offender Act**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or visit <https://unlock.org.uk/advice/what-will-be-filteredby-dbs/>.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust's privacy statement.

I understand and accept the job duties and responsibilities contained in this job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## Person Specification Headteacher

Attributes	Essential	Desirable
<b>Knowledge &amp; Experience</b>	<p>Qualified Teacher Status Degree or equivalent</p> <p>Evidence of continuing professional development including preparation for a senior management role</p> <p>Experience of teaching all secondary key stages up to and including Key Stage 4</p> <p>Experience of successful strategies for raising students' achievement with innovative pedagogy</p> <p>Experience of promoting students spiritual, moral, social and cultural development and good behaviour</p> <p>Experience of implementing and overseeing successful school improvement initiatives</p> <p>Experience of the strategies for improving the quality of teaching and learning including promoting excellence, raising the achievement of all students and challenging poor performance</p> <p>Experience of monitoring and evaluating the effectiveness of teaching and learning including its outcomes in terms of standards, achievement, personal development and well being</p> <p>Experience of strategies for curriculum enrichment that have shown successful impact for all young people.</p> <p>Experience of and strategies for effectively managing a wide range of staff both teaching and non-teaching</p> <p>Experience of thinking and planning strategically for the future</p> <p>Experience of leading innovation, creativity and change in school</p> <p>Experience of the impact of equality of opportunity, British values and inclusion policies on students and staff</p> <p>Knowledge of and experience in the principles and practice of Quality Assurance systems including school review, self evaluation and appraisal</p>	<p>Experience as a Head / Deputy Head/Assistant Head</p> <p>Experience of senior leadership responsibility in more than one school/setting.</p> <p>Experience of developing new educational provision from concept to delivery</p> <p>Experience of teaching Key Stage 5</p> <p>National Professional Qualification for Headship (NPQH)</p>

<b>Skills &amp; Abilities</b>	<p>Requirement to work flexibly to meet the demands of the post including some evening and weekend work</p> <p>Able to be an exemplary role model to students, staff and parents/carers.</p> <p>Able to establish and sustain effective organisational structures, systems, policy and practice, including safeguarding</p> <p>Able to build and sustain effective relationships with all stakeholders that will enhance the education of all pupils.</p> <p>Able to work in partnership and accept appropriate support from all stakeholders including the local community</p>	<p>Have an in-depth knowledge of how technology can transform learning</p>
<b>Personal Qualities</b>	<p>Enthusiasm for and commitment to the achievement of the school's overall vision and values.</p> <p>Willingness to commit to the wider life of the school. Resilient, flexible, and adaptable.</p> <p>Awareness of and commitment to equal opportunities and valuing diversity.</p> <p>To command and demand respect from the school community.</p> <p>Empathetic and patient towards others</p>	<p>Creativity and enthusiasm to promote a positive school image to the local and national community.</p>
<b>Values &amp; Principles</b>	<p>Enthusiasm for and commitment to the achievement of the school's/trust's overall vision for success at all levels.</p> <p>Motivation to work with children and young people.</p> <p>Ability to build and sustain professional standards, relationships and personal boundaries with children and young people.</p> <p>Willingness to support the trust's ethos of collaboration before competition and work with all colleagues and schools within the trust.</p> <p>Emotional maturity and resilience in dealing with challenging behaviours.</p> <p>Ability to contribute towards creating a safe and protective environment.</p>	



	<p>Willingness to continue professional development.</p> <p>Commitment to maintaining high standards and expectations.</p> <p>Commitment to contributing to school life as a whole.</p> <p>Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students</p>	
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Thank you for your interest in our school.  
We look forward to receiving your application  
If you think a career with us is right for you, discover more at:  
[www.brineleas.co.uk](http://www.brineleas.co.uk)