

## Job Description

<b>Post Title</b>	Executive Headteacher
<b>Responsible to</b>	Governing Body
<b>Our vision</b>	<p>At New Heights, we endeavour to raise the aspirations of our young people through a trauma-informed, emotionally friendly approach implemented to remove the barriers some of our young people have to learning.</p> <p>Through a caring and understanding assessment process we try to uncover the need behind the behaviours which have put their place in mainstream at risk, by teaching self-regulation strategies alongside delivering a broad and balanced curriculum.</p> <p>Our ethos is simple: young people can only learn when their basic needs are being met and understood. The mental health and emotional wellbeing of all of our school community is at the heart of our practice.</p>
<b>Main Purpose</b>	<ul style="list-style-type: none"> <li>• In addition to the Conditions of Employment for Headteachers laid down in the most recent version of the School Teachers' Pay and Conditions Document, the Executive Headteacher will:</li> <li>• Embed and improve upon the existing vision to ensure it constantly reflects the needs of the children, utilising best practice research by all the professionals working within and alongside the school</li> <li>• Provide continued strategic leadership with a relentless drive for improvement</li> <li>• Provide the leadership and management which enables each of the provisions/sites in the school to give every pupil high quality education and which promotes the highest possible standards of achievement, progress and well-being</li> <li>• Secure the long-term success of the school by maximising the skills and resources held across its provisions, in accordance to the scheme of delegation in place at the time</li> <li>• Work effectively with the school's stakeholders, Local Authority and managerial associations within the area</li> <li>• Build system-wide leadership capacity at all levels through actively developing strategic governance, staffing structures and roles and responsibilities</li> </ul>

	<ul style="list-style-type: none"> <li>• Accountable to the Governing Body and ensure they are fully informed on the progress of the school by submitting timely reports verbally and in writing, whilst supporting visits and developing opportunities for Governors to fulfil their role as 'critical friend'.</li> <li>• Lead by example and model best practice regarding professional conduct, workload and personal development and ensure best practice is delivered and promoted in all areas of safeguarding, equality and diversity</li> <li>• Be a role model for all stakeholders in our community</li> </ul>
<p><b>Qualities and Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Ensure the school's leaders can translate the vision into agreed objectives and operational plans at each site</li> <li>• Motivate others to create a shared learning culture and positive climate through distribution of leadership through teams and individuals</li> <li>• Develop structures to maximise and deploy both resources and expertise to raise achievement across the school</li> <li>• Ensure effective succession planning at all levels</li> <li>• Build effective relationships with all members within the school community, showing positive attitudes to all</li> <li>• Build positive relationships with all the school stakeholders externally and with leaders across the education sector on a national basis.</li> <li>• Keep up to date with developments in education and practice-based research to have a strong knowledge of education systems locally, nationally and globally</li> <li>• Work with political and financial astuteness, translating policy into the school's context</li> <li>• A good understanding of SEND and SEMH</li> <li>• Communicate the school's vision compellingly and drive strategic leadership</li> <li>• Model continued professional development to meet own needs and that of a strategic leader</li> <li>• Develop the quality of resilience amongst staff</li> <li>• Support a willingness to take risks</li> <li>• Be an active listener</li> <li>• Encourage creativity and innovation</li> <li>• Embrace change</li> <li>• Be a problem solver</li> <li>• Build a culture of trust</li> <li>• Be decisive</li> <li>• Lead by example</li> </ul>

<p><b>Pupils and Staff</b></p>	<ul style="list-style-type: none"> <li>• Ensure the continuous and consistent focus on pupils' achievement by the Heads of School and senior leadership teams on each site</li> <li>• Ensure that the quality assurance of teaching and learning is consistently implemented across the sites</li> <li>• Set high expectations and set stretching targets for each provision/site</li> <li>• Monitor, evaluate and review practices to promote improvement strategies so children achieve the very best outcomes</li> <li>• Robustly tackle under-performance at all levels across the school</li> <li>• Ensure the development of, and maintain effective strategies and procedures for staff induction, professional development and performance review</li> </ul>
<p><b>Systems and Processes</b></p>	<ul style="list-style-type: none"> <li>• To work across the school to build regular opportunities for cross-provision and cross-leadership working to maximise strengths and develop further joint working</li> <li>• Coordinate all quality assurance systems across the school and ensure that findings inform the school improvement process</li> <li>• Ensure effective planning, allocation, support and evaluation of work of teams and individuals</li> <li>• Ensure the school's systems, organisation and processes are well considered, efficient and fit for purpose under the scheme of delegation</li> <li>• Ensure individual staff accountabilities are clearly defined, understood, agreed and recorded</li> <li>• Effectively strategically manage the human, financial and physical resources of the schools</li> <li>• Recruit, retain and deploy staff appropriately and in accordance with safer recruitment practice</li> <li>• Ensure positive communications that promote the Federation and its vision and engage with research based best practices</li> <li>• Utilise data to support achievement</li> </ul>
<p><b>The self-improving school system</b></p>	<ul style="list-style-type: none"> <li>• Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils based upon trauma-informed practice</li> <li>• Work with other key professionals nationally/internationally to ensure the school is at the forefront of new research-based approaches</li> <li>• Model entrepreneurial and innovative approaches to school improvement and leadership</li> <li>• Inspire and influence others to believe in the fundamental importance of education in young people's lives</li> </ul>

	<ul style="list-style-type: none"><li>• Commitment to uphold the 7 principles of public life under the Nolan principles<ul style="list-style-type: none"><li>○ 1. Selflessness, 2. Integrity, 3. Objectivity, 4. Accountability, 5. Openness, 6. Honesty, 7. Leadership</li></ul></li></ul>
--	---