



## **JOB DESCRIPTION Executive Headteacher**

### **Federation of Kettlesing Felliscliffe, Beckwithshaw and Ripley Endowed Church of England Primary Schools**

#### **Statutory**

1. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.
2. To meet the National Standards for Headteachers as published by the DfE.
3. To seek to achieve any performance criteria, objectives or targets agreed with or set by the Schools Governing Board in accordance with the requirements set out in the agreed School Teachers' Pay and Conditions Document.
4. To promote and safeguard the welfare of all children and young people within the Schools, by ensuring that the Schools policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

**In the light of Ripley's Church of England foundation, and the commitment to sustaining and developing its Christian ethos and values, and in the light of the community status of our two other schools, the Federation Governing Board wish a particular emphasis to be placed upon the following requirements of this post.**

1. To raise standards across the schools with particular reference to academic performance so that all pupils achieve to the very best of their ability.
2. To deliver and ensure an enriched and high-quality curriculum, which delivers high standards, expectations and outcomes for all pupils.
3. To demonstrate the Christian vision and values of the schools in everyday working practice through optimistic personal behaviour, building of positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the wider community. Rooted in mutual respect, you would look to ensure proper professional boundaries, and to treat each person as a unique individual of inherent worth.
4. To establish and promote a distinctive Christian vision, for our Church School underpinned by lived out Christian values, set in the context of the Church of England's vision for education.
5. To be responsible for working in close partnership with the Governing Board, Local Authority, other stakeholders and Diocese to ensure the vision for each school is delivered.
6. To be accountable to the Federation Governing Board on progress made against the Development Plan objectives, making recommendations as to future priorities and actions.
7. To establish a vision of school improvement and to lead the staff and Governing Board to implement, review and evaluate the impact of the Federation Development Plan.

8. To ensure other members of the leadership teams and individuals within the schools have an opportunity to and are actively encouraged to prioritise the development of staff developing their leadership qualities and experience.
9. To lead in the provision of and delivery of excellent learning and teaching.
10. To establish a reflective culture through a process of rigorous self-evaluation, including quality assurance and performance management at all levels.
11. To develop, inspire and motivate effective teams in order to deliver high quality education and thereby raise standards across the schools.
12. To manage the financial and human resources effectively and efficiently

### **General**

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The postholder must be flexible to ensure the operational needs of the schools are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work areas in the schools.
3. The Health and Safety at Work Act (1974) and other associated legislation places responsibilities for health and safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and the schools Health and Safety policies and procedures.