



Job Description



Headteacher

L30–L36

Fulford School

Job Purpose

To provide leadership and strategic direction to the school and the wider educational community by ensuring the provision of high-quality teaching and learning; high standards and high expectations of students, staff and the community; delivering and developing innovative practice, establishing collaborative links with other schools and the wider education community; and developing a highly effective workforce to provide the best possible educational opportunity to all students.

Main duties and responsibilities:

1. Strategic Direction & Shaping the Future

- A visionary and creative person who strives continually to improve and looks for new and innovative solutions while respecting tried and tested approaches that can be shown to work and uses their experience to ensure successful outcomes.
- An ambitious person that will accept only the best and embraces the vision for our school to enable all students to succeed and achieve.

2. Strategic Leadership

- Lead by example and be responsible for the overall strategic management and operational activity of the school.
- Ensure the vision for the school is in line with the trust's vision, clearly articulated, shared, understood and acted upon effectively by all staff.
- Demonstrate the vision and values of the Trust in everyday work and practice.
- Provide enthusiastic, innovative and consistent leadership to the school and its leadership team.
- Motivate and work with all stakeholders to create a shared culture and positive climate for all.
- Work positively with the community to ensure the best possible outcomes for students.
- Implement rigorous and sustainable policies and strategies in order to transform the outcomes for students at the school.
- Ensure that students are prepared and knowledgeable to be healthy, stay safe, enjoy and achieve maximum potential, achieve economic and personal wellbeing once they leave the school.
- Develop the reputation of the school, locally, regionally and nationally.
- Introduce appropriate innovation in line with educational developments and management best practice in a rapidly changing environment.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and its wider community.
- Contribute/lead to the development of the school's policies and procedures.

- Work with governors and trustees to develop and maintain effective governance arrangements

3. Teaching and Learning

- Ensure that the curriculum is both fit for purpose and provides an opportunity for children and young people to make progress irrespective of their starting points.
- Encourage and promote innovation in educational provision through the commissioning and delivery of services, ensuring that the school can meet changing needs and demands consistent with government guidelines and requirements.
- Ensure that high quality provision is available to all students regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs.
- Develop a culture where students feel safe, confident and can attain their maximum educational outcomes.
- Maximise the opportunities for all students through continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in every students' learning.
- Ensure high quality teaching is at the heart of strategic planning and resource management.
- Establish creative, responsive and effective approaches to teaching and learning.
- Empower students to take an active part in their own learning and to take personal responsibility for improving their future opportunities and educational experience.
- Implement strategies which secure high standards of behaviour and attendance.
- Monitor and evaluate the quality of teaching and standards of learning and achievement.
- Promote a school culture which promotes aspiration within the school community and celebrates success and achievement.
- Challenge underperformance at all levels and ensure effective corrective action, support and review.
- Build an effective partnership with parents and the wider community to support and enhance the achievement and personal development of all students

4. Finance, Personnel and Resources

- Ensure the effective management and financial sustainability of the school.
- Create a structure which reflects the school's values and enables the supporting systems structures and processes to work effectively and in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the ongoing development of the school.
- Successful management of finance and human resources to achieve goals and priorities.
- Manage the setting of annual performance management targets for senior staff and review progress against them in line with agreed policy and procedures.
- Oversee the implementation of a robust performance management framework across the school in line with the Trust's vision and goals.
- Promote and develop a safe working practice culture to ensure staff and students are supported and safe.
- Ensure that all activities are conducted in accordance with legal requirements and regulations and that policies and procedures are consistent with 'best practice' and recognised codes of probity.
- Recruit, manage and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- Ensure that all resources are organised and managed to provide the best possible outcomes for students.

- Ensure that development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.

5. Securing Accountability

- Ensure individual staff accountabilities and responsibilities are clearly defined, communicated, understood and agreed and are subject to a robust and rigorous review and evaluated in accordance with statutory performance management policy and procedures.
- Provide objective advice and support to the SYMAT executive board trustees and to the local governing body to enable them to meet their responsibilities.
- Develop and implement a suitable quality assurance system
- Present a clear, coherent and accurate account of performance to a range of audiences including the Trust's members, the local governing body, staff, parents and carers.
- Promote the status and the ethos of the school with all stakeholders.

6. Strengthening Community

- Promote and develop a culture and curriculum that takes account of the richness and diversity of the community and celebrates the differences.
- Create and promote positive strategies for challenging discrimination.
- Collaborate with other agencies to provide a holistic approach to the wellbeing of staff, students and their families.
- Create and maintain effective partnerships with parents and carers to support and improve the opportunities for all students and their communities.
- Co-operate with relevant agencies to ensure communities are safe environments where students and their families have opportunities to thrive

Person Specification – Headteacher Fulford School

Qualifications
<ul style="list-style-type: none"> • Qualified Teacher Status (QTS) • Degree.
Experience
<ul style="list-style-type: none"> • Successful leadership and management experience in a secondary school to at least deputy head / vice principal / head of school level in a school or academy • Proven track record of raising educational standards • Experience of developing, implementing and managing effective whole school systems for monitoring students' progress. • Proven ability to successfully manage all resources effectively • An excellent classroom practitioner with the highest expectations for the welfare and progress of all students • Successful experience of monitoring and improving the quality of teaching and learning
Knowledge, skills and ability
<ul style="list-style-type: none"> • Ability to drive and deliver organisational change • Clear understanding of how to drive rapid and sustainable improvement • Deep knowledge and clear understanding of educational legislation, innovation and developments • Ability to motivate staff to ensure high performance • Ability to translate a visionary/innovative concept into a practical implementation plan • Comprehensive knowledge of performance management requirements in an educational context • A thorough understanding of curriculum development • Innovative leadership skills with a clear understanding of education opportunity and how this can be translated into practical reality • Outstanding, collaborative leader with the ability to forge positive relationships in order to promote the success of the school • Enthusiastic leader, committed to ensuring the best possible outcomes for students and the community the school serves • Ability to build a sustainable workforce of high-quality staff and leaders • Able to provide clear direction and shared purpose for all students, staff and stakeholders • Able to work positively with all stakeholders and partners • Excellent communicator who is at ease with all stakeholders but particularly with students and parents • Strong interpersonal skills with the ability to influence others to the benefit of the school
Additional Skills and Characteristics
<ul style="list-style-type: none"> • Ability to use the full range of leadership skills and qualities including emotional intelligence as appropriate to the situation • Enthusiastic and motivational leader with strong morale building skills • Ability to drive forward change very often in challenging circumstances • Resilient and determined but can also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner • Committed to inclusion and diversity to ensure the maximum benefits for students and equality in employment and service delivery matters • Able to demonstrate a commitment to preserve and develop the religious character of faith (C of E) schools in the Trust, as well as the individual ethos of community schools • Able to provide clear direction and shared purpose for students, staff and stakeholders • Committed to personal development for all staff including themselves • Committed to abide by and promote equality and diversity, health and safety and safeguarding and child protection • Committed to safeguarding and promoting the welfare of children and young people

Please note: this job description is subject to the general conditions of service for a Headteacher as set out in the current School Teachers' Pay and Conditions Document.