

Sir John Cass's Foundation & Red Coat Church of England Secondary School



JOB DESCRIPTION - HEADTEACHER

JOB PURPOSE: To provide excellent leadership for Sir John Cass's Foundation & Red Coat School, creating, maintaining and developing the conditions which ensure high quality education for all pupils and the highest standards of learning and achievement in accordance with statutory requirements. As Sir John Cass's Foundation & Red Coat is a Church of England school, the Headteacher will be required to uphold and embed the school's Christian ethos and values within day-to-day working practices.

RESPONSIBLE TO: The Governing Board of Sir John Cass's Foundation & Red Coat Church of England Secondary School.

The duties outlined here are linked to

- Those covered by the *National Standards of Excellence for Headteachers* (DfE 2015) and are outlined under the four Excellence As Standard domains
- Those covered by the latest School Teachers' Pay and Conditions document which should be read in conjunction with this document.

Other duties include:

- Achieving any performance criteria, objectives and targets agreed with, or set by, the school's Governing Board

ACCOUNTABILITY:

The Headteacher is legally and contractually accountable to the Governing Board of Sir John Cass's Foundation & Red Coat Church of England Secondary School.

The Headteacher will:

- Work closely with and provide information, advice and support to the Chair of Governors and Governing Board to enable it to meet its responsibilities
- Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation through performance management
- Develop and present an accurate account of the school's performance to a range of audiences including governors, parents and carers, Children's Services, The Local Authority, London Diocesan Board for Schools and Ofsted, to enable them to play their part effectively
- Ensure all legal requirements, including for health and safety, safeguarding, maintenance and financial management are fulfilled

KEY PRIORITIES:

- Value each individual pupil and enable them to reach their full potential within a stable, committed school community
- Develop the school so that it is outstanding in every respect

- Demonstrate commitment to the distinctive ethos of a church school in a diverse community, building understanding between those of different faiths and beliefs
- Set and maintain high standards and expectations of teaching and learning for all staff
- Inspire and promote a curriculum expanded beyond the confines of traditional academic subjects in order to boost pupil achievement
- Promote proactive involvement of the whole school in the safeguarding of pupils

LEADERSHIP AND ETHOS

The Headteacher will:

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve
- Promote the school's ethos and vision, ensuring, with the governing board, that there is a shared set of values formed by consultation with all stakeholders and embedded into day to day practice
- Lead by example and create a shared commitment and responsibility to the school through teamwork, distributed leadership and professional reflection
- Establish and implement a strategic plan that inspires and motivates all stakeholders, and reflects the needs of the school and its community
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision
- Be able to translate local and national policy into the school's context, anticipating local, national and global trends in education
- Pursue continuous professional development so as to sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally
- Forge positive relationships and attitudes towards and between pupils and staff, and with parents, governors, Sir John Cass's Foundation and members of the local community
- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- Establish a culture that supports and facilitates pupil engagement in, and ownership of, their own learning
- Provide a safe, calm and well-ordered learning environment for pupils and staff, focussed on safeguarding pupils and developing their exemplary behaviour in school and in the wider society
- Create an environment within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
- Implement strategies to secure high standards of behaviour and attendance

SYSTEMS, PROCESSES AND RESOURCES

The Headteacher will:

- Assist the governing board and ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity;

- Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively
- In partnership with the governing board, set appropriate priorities for expenditure within a balanced budget and ensure efficient financial and administrative controls are maintained through regular monitoring
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability
- Develop and maintain rigorous, transparent systems for the induction, professional development and performance review for all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making
- Regularly evaluate the allocation of roles, responsibilities, finance, school site and resources to ensure these underpin the best possible learning environment

LEADING SCHOOL IMPROVEMENT

The Headteacher will:

- Maintain the school's focus on pupils' achievement, using assessment information and benchmarks to monitor progress in every pupil's learning
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design and monitor and evaluate the effectiveness of the curriculum to ensure it is providing the best opportunity for pupils to enjoy and achieve their potential, whilst providing financial value
- Create an outward-facing school, developing the partnership work with other schools and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils
- Develop effective relationships, and actively engage with fellow professionals and colleagues in other public services, including the local authority and London Diocesan Board for Schools and, where required, teachers' unions, to improve academic and social outcomes for all pupils
- Promote positive strategies for challenging prejudice and building community cohesion

SAFEGUARDING AND PROMOTING THE WELFARE OF PUPILS

The Headteacher will: ensure that all statutory and advisory duties regarding safeguarding are in place and robustly monitored and will:

- Work with governors and senior colleagues to recruit, induct and develop high-quality staff within safer recruitment guidelines
- Ensure safeguarding policies and procedures are implemented rigorously and reviewed at regular intervals
- Ensure that all teaching, support staff and volunteers are fully inducted in school safeguarding procedures
- Ensure that the Designated Safeguarding Leader is given the appropriate resources to carry out the duties of the role effectively