

JOB DESCRIPTION

Role: STEP Headteacher

Location: New Addington, Croydon

Start: September 2017

Salary: TBC

Purpose of the post

The Headteacher will implement the vision of STEP Academy Trust and provide effective leadership for a member Academy, inspiring and motivating those engaged in the activities of teaching and learning.

The Headteacher will create and maintain a culture of continuous improvement and success, and a high standard of education for all. The Headteacher will represent the Academy and act as an advocate for its mission and values, forming and developing effective partnerships within and beyond the Trust.

The Headteacher will promote and model the Academy values and successfully implement the Board of Trustees' and Strategic Governing Body's policies. The Headteacher will create a learning environment in which the resources of the Academy are effectively managed to secure the achievement of both children and staff.

Key responsibility areas:

- Strategic leadership and management;
- Leadership and management of the curriculum, pupils' attainment and progress;
- Leadership and management of staff;
- Effective and efficient management of finances, resources and premises;
- Leadership and management of the Academy within its community.

Strategic direction and development

The Headteacher will:

- Work with the STEP Board of Trustees and the Strategic Governing Body to develop and communicate a clear strategic vision for the successful development of the Academy;
- Motivate and empower others to carry this vision forward;
- Ensure sustainability is integrated across all areas, using as many of the Academy's resources as possible;
- Model the values and vision of the Academy and STEP Academy Trust;



- Implement and maintain effective school improvement planning and self-evaluation systems;
- Be responsible for the management, development and resourcing policies of the Academy;
- Develop a staffing strategy which takes account of succession planning and the need to “grow our own”;
- Ensure statutory requirements, the decisions of the Board of Trustees and Strategic Governing Body, and the needs of the children, their parents and the community are met;
- Manage a complex organisation effectively and ensure the successful implementation of effective change;
- Work in harmony with Trustees, Governors, local schools, other STEP Academies and other partners, as appropriate, to ensure the Academy provides and receives the support and services needed.

Teaching, learning and students

The Headteacher will assist the Strategic Governing Body by:

- Implementing a broad and relevant curriculum, including planning for the new curriculum changes;
- Ensuring that the curriculum is matched to the needs of all pupils;
- Developing innovative and relevant approaches to meet the needs of all pupils;
- Achieving a sense of harmony, through the effective management of children’s behaviour and expectations, raised aspirations and increased self-belief;
- Involving pupils in decision-making processes in the Academy and by developing policies and practices that treat pupils as partners in the learning process;
- Developing comprehensive pastoral care systems and behaviours to assure optimum levels of positive pupil welfare and a shared zero tolerance of bullying and other anti-social activity;
- Maintaining effective assessment, recording and reporting systems of pupils’ progress;
- Maintaining high expectations and raising aspirations, mindful of some lower than average starting points;
- Monitoring and evaluating the curriculum for both quality and value for money.

Leading and managing staff

The Headteacher will:

- Insist upon and ensure the highest professional standards at all times;
- Demand the sharing of best practice and require professional updating as a norm;
- Lead the recruitment and selection of teaching and support staff;
- Exercise effective staff management, lead and motivate others and cultivate effective working relationships at all levels;
- Maximise the contribution of all staff to improve the quality of education provided and standards achieved;
- Manage the effective deployment and performance of all staff by ensuring their professional development;
- Create and maintain good working relationships amongst all members of the Academy community;
- Sustain, motivate and be aware, through performance management, of how best to apply a bespoke development plan for all;



- Promote the STEP Academy Trust ethos in which the highest achievements are expected from all members of the Academy community.

Efficient and effective use of staff resources

The Headteacher will:

- Advise the Strategic Governing Body on the formulation of the annual budget in order that the Academy secures its objectives;
- Work with governors and colleagues to recruit and retain staff of the highest quality;
- Work with colleagues to deploy all staff effectively in order to improve the quality of the education provided;
- Plan, manage and monitor the curriculum within the agreed budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control;
- Ensure the regular monitoring of the budget and oversee the use of resources to ensure they are efficient and effective;
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements;
- Ensure that the allocation and use of accommodation provides a positive learning environment that promotes the highest achievement for all;
- Monitor and evaluate overall provision of value for money.

Accountability

The Headteacher will:

- Work closely with the Chair of the Strategic Governing Body and secure a positive working relationship with the Strategic Governing Body;
- Provide information, objective advice and support to the Strategic Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money;
- Recognise that the Strategic Governing Body is accountable for the success of the Academy;
- Create and develop an organisation in which staff recognise that they are accountable for the success of the Academy and manage performance effectively;
- Ensure that a good information flow is maintained within the Academy;
- Present a coherent and accurate account of the Academy's performance in a form appropriate to a range of audiences;
- Ensure that parents and pupils are well informed about the achievement, attainment and progress of their children and are able to understand targets for improvement;
- Develop and encourage good relations between the Academy and the local community;
- Work closely with member STEP Academies and schools locally, nationally and internationally;
- Work closely with the Local Authority to meet the needs of Academy pupils.
- Be accountable to the Strategic Governing Body, Board of Trustees and Executive Team; providing regular updates on the performance of the Academy.



Signed: _____

Date: _____

