

JOB DESCRIPTION

EXECUTIVE HEADTEACHER

L16 - 22

Bishopthorpe Infants School and Archbishop of York's Junior School

Core Purpose

- To create an ethos and educational vision which secures effective teaching, successful learning and achievement *by* pupils, resulting in the sustained improvement in their academic, social and cultural development.
- To work with governors, trustees and the CEO to create and implement a strategic plan for the schools that is underpinned by sound financial planning.
- To ensure that policies and practices take account of national, local and school data and inspection research findings.
- To monitor, evaluate and review the effects of policies, priorities and school targets, adapting where necessary.
- To lead and manage change effectively.

Professional and personal qualities and knowledge

- Hold and articulate clear values and moral purpose, focus on providing a world class education for all.
- Form, positive relationships with pupils, staff, parents and carers, governors and the wider community
- Lead by example, demonstrating creatively, resilience, clarity and integrity.
- Sustain wide current knowledge and understanding of educational initiatives and school systems and promote continuous professional development.
- Work with political and financial astuteness.

Pupils and Staff

- Expect the highest standards for all pupils, overcoming disadvantage and advancing equality.
- Ensure there is a strong sense of accountability for all staff for their impact of their work on pupils' outcomes.
- Secure excellent teaching by ensuring a thorough understanding of how pupils learn and the core feature of a successful classroom and curriculum.
- Maintain a culture of open classrooms and the sharing of best practice.
- Identify talents and lead on succession planning.
- Hold staff to account for professional standards.

Systems

- Ensure school systems are well considered, efficient and fit for purpose
- Provide a safe calm and well-ordered environment, focused on safeguarding pupils and developing exemplary behaviours and attitudes.

- Facilitate strong governance, providing active support. Work closely and collaboratively across the trust.
- Ensure curriculum lead financial planning gives an equitable balance of budgets and resource.
- Distribute leadership throughout the schools.

Church Distinctiveness within AYJS

- Ensure that arrangements for religious education and collective worship meet statutory requirements.
- Articulate an explicitly Christian vision that impacts positively upon standards of achievement, the distinctively Christian character of the school and the well-being of the whole school community.
- Work closely with local Churches and the Diocese to promote an understanding of the Christian faith and respect for other faiths and cultures.

This job description will be reviewed annually and may be amended at any time after consultation with the post holder.

February 2022

PERSON SPECIFICATION – EXECUTIVE HEADTEACHER

QUALIFICATIONS AND TRAINING	Essential	Desirable
Qualified Teacher status	X	
Further professional/ academic study e.g. MA		X
Evidence of gaining or working towards NPQH or CEPQH qualification		X
Evidence of continuous professional development including recent leadership training	X	
Proven track record of effective teaching and managing learning across the age range 3-11	X	
Evidence of leadership training and development	X	
Evidence of continuous professional development used to improve own practice	X	

EXPERIENCE AND SKILLS	Essential	Desirable
Experience across the Primary age range	X	
A real passion for the education of all children, especially those with SEND or disadvantage	X	
Excellent organisational skills	X	
Experience of managing change	X	
Proven track record of effective school leadership and management at senior level with thorough knowledge of the statutory requirements and legislation applicable to schools	X	
Up to date knowledge, understanding and design of a successful primary curriculum.	X	
Experience of developing a team and sustaining positive relationships.	X	
Ability and willingness to work collaboratively within the trust and with other stakeholders	X	
Knowledge and application of setting high expectations and monitoring progress to continually raise standards of teaching and learning and outcomes for pupils	X	
Up to date knowledge and understanding of Ofsted and expectations and its application	X	
Financial Strategy and effective budget management	X	
First class written and oral communication skills	X	
A warm open and approachable style	X	
Emotional intelligence and sound judgement	X	
Energy, confidence, stamina and an optimistic outlook	X	

The Selection Panel will require evidence that you can work within the National Standards for Headteachers. In addition, there will be a particular focus on the following key competencies:

KEY COMPETENCIES	Essential	Desirable
Clarity of vision	X	
Setting and achieving challenging goals	X	
High expectations of self and others	X	
Skilful communication according to audience	X	
Respect for others	X	
Building effective teams	X	
Strategic thinking	X	

SAFEGUARDING	Essential
<p>These criteria will be tested at interview. Please note this post is also subject to a satisfactory enhanced DBS disclosure</p> <p>Essential</p>	
Demonstrate a commitment to safeguarding and the welfare of children and young people	X
Ability to form and maintain appropriate relationships and personal boundaries	X
Emotional resilience in working with challenging behaviours	X
Appropriate use of authority and discipline	X