

Executive Headteacher

Job Description

Position profile

Job title:	Executive Headteacher
Responsible to:	Directors of Schools
Remuneration:	L23-L27

Purpose of the role

The Executive Headteacher (EHT) role is a senior post within Victoria Academies Trust and is centrally contracted as part of the Core Services Team (Education). As a member of the Extended Executive Leadership Team, you will be reporting to Directors of Schools and from time to time may be required attend Executive Leadership or Trust Board meetings. You will also work strategically with other executive leaders, head teachers and heads of services to deliver the trust's vision, strategy and objectives.

As a member of the Core Service Team (Education) you may be expected to carry out the role of a substantive headteacher in an academy, depending on the needs of the trust. Regardless, you will be responsible to the Directors of Schools, CEO and Board of Trustees for the performance, finance, premises, recruitment, training, safeguarding, teaching and learning, monitoring, community and partnerships of your designated school or group of schools.

The EHT has three main strategic objectives:

1. *Improvement*: Such as addressing school underperformance or ensuring a school or group of schools continue on their improvement journey to become the best they can be.
2. *Expansion*: Such as increasing leadership capacity, talent management and efficiency across the school/s.
3. *Partnership*: Such as growing and developing the schools in line with trust priorities, linking with appropriate outside partners.

In order to meet these objectives, the EHT needs to fulfil four distinct roles:

1. *Strategic thinking*: to ensure that school leaders and academy councillors have a clear sense of vision and are held to account, whilst in turn being held to account by the Directors of Schools and through them to the Chief Executive and to the Board.
2. *Consistency and collaboration*: to ensure school-to-school coherence across schools and trust as a whole.
3. *Outward facing*: to ensure that schools develop links and networks both locally and further afield and that these are scaled up across the trust.

4. *Coaching and staff development*: to ensure a continual supply of high-quality school leaders and personnel through effective succession planning, mentoring, coaching and support at all levels.

EHTs need to be flexible in approach and in the understanding that their role within the trust is subject to change at any time as the trust grows and that it may be necessary to regroup, redeploy and refresh leadership capacity at appropriate times.

Responsibilities of the role

1. Strategic leadership

- 1.1. To lead and line manage, coach, and mentor relevant senior leaders building strong leadership capacity in school/s which is sustainable and distributive
- 1.2. To create a culture of continuous improvement consistent with the values of the trust across designated school/s in order to raise achievement, progress and quality of teaching and learning;
- 1.3. To build strong leadership capacity across the designated school/s that is sustainable, distributive and capable of transforming practice;
- 1.4. To ensure and monitor the consistent and ongoing implementation across the designated school/s of key policies and strategies such as finance, legal, governance, HR, behaviour, curriculum, teaching and learning, assessment, peer review and self-evaluation;
- 1.5. To work closely with the head of governance and chair of AC to ensure effective communication, meeting schedules, agendas, minutes etc. and coherence and consistency with the board;
- 1.6. To provide support and challenge as a 'critical friend', drawing on robust analysis of data, monitoring and evaluation, to ensure continual improvement;
- 1.7. To report to the Directors of School, and through them CEO and trust board on the performance of the designated school/s.

2. Financial and business management

- 2.1. To provide financial leadership of the designated school/s, consistent with systems and approaches across the trust and in consultation with the designated school/s business manager (where appropriate), headteachers and ACs;
- 2.2. To liaise closely with the designated school/s finance and admin staff and the trust central finance and operations team to ensure operational and strategic priorities are met;
- 2.3. To ensure that designated site/s are effectively managed;
- 2.4. To ensure the health and safety of all staff, adults and pupils across the designated school/s;

3. Educational leadership and management

- 3.1 To ensure that the approach to teaching, learning, assessment, behaviour and curriculum are consistent with the trust approach and relevant to the needs of the school/s;
- 3.2 To create a learning culture consistent with FIDES that enables pupils and adults to become the best they can be;
- 3.3 To ensure that pupils are set challenging targets for their achievement, based on regular, frequent and robust assessment and tracking arrangements in line with the trust approach and ensuring appropriate interventions are in place;
- 3.4 To ensure that the school is well placed for external scrutiny through robust, accurate and comprehensive systems of self-evaluation consistent with trust policy;

4. People leadership and development

- 4.1 To ensure that effective systems are in place in regard to managing staff performance that are implemented consistently in line with trust policies;
- 4.3 To ensure high quality professional development and training for all staff
- 4.5 To ensure that all staff feel valued, are motivated and retained;
- 4.6 To ensure effective links with all stakeholders, including parents, community leaders, businesses, and faith communities to enhance learning opportunities.
- 4.6 To develop and deliver a grow-our-own strategy for staff progression to ensure we have a continual pipeline of high-quality staff.
- 4.7 To ensure effective and robust child protection and safeguarding procedures.

Carry out any such duties as may be reasonably required by the chief executive.