St. Giles' & St. George's C of E Academy			
Post No.	**Post Title**	**Salary**	**Date**
	Headteacher	**L11 – L24**	**2018/2019**

Reporting Relationships

Responsible to: Governing Body

Mission Statement

Aspire, Believe and Achieve, so that all God's children achieve the very best they can be.

School Ethos

At St. Giles' & St. George's Church of England Academy we want all our pupils to achieve the highest they can in a happy, safe and nurturing environment supported by the most effective, high quality team of professionals who are led with vigour and determination. We are committed to developing the distinctive Christian character of the academy and place a strong emphasis on positive partnerships between the academy, home and our two churches, St Giles' & St George's. Our priority is to strengthen our community so that we provide a service to all.

General Description of Activities/ Functions

The appointment is subject to the current conditions of employment for Headteachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards Framework, the required standard for Qualified Teacher Status and any other current educational legislation as required in various Education Acts.

Statement of Purpose

To provide professional leadership for the academy that secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement.

Key Responsibilities:

1. Shaping the future

- Ensures the vision for the academy is clearly articulated, shared, understood and acted upon effectively by all.
- Works within the academy community to translate the vision into agreed objectives and operational plans which will promote and sustain academy improvement.
- Demonstrates the vision and values in everyday work and practice.
- Motivates and works with others to create a shared culture and positive climate.
- Ensures creativity, innovation and the use of appropriate new technologies to achieve excellence.

- Ensures that strategic planning takes account of the diversity, values and experience of the academy and community at large.

2. Leading Learning & Teaching

- Ensures a consistent and continuous academy-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensures that learning is at the centre of strategic planning and resource management.
- Establishes creative, responsive and effective approaches to learning and teaching.
- Ensures a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrates and articulates high expectations and sets stretching targets for the whole academy community.
- Implements strategies which secure high standards of behaviour and attendance.
- Determines, organises and implements a diverse, flexible curriculum and implements an effective assessment framework.
- Takes a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitors, evaluates and reviews classroom practice and promotes improvement strategies.
- Challenges underperformance at all levels and ensures effective corrective action and follow-up.

3. Developing Self and Working with Others

- Treats people fairly, equitably and with dignity and respect to create and maintain a positive academy culture.
- Builds a collaborative learning culture within the academy and actively engages with other schools to build effective learning communities.
- Develops and maintains effective strategies and procedures for staff induction, professional development and performance review.
- Ensures effective planning, allocation, support and evaluation of work undertaken by teams and individuals.
- Ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledges the responsibilities and celebrates the achievements of individuals and teams.
- Develops and maintains a culture of high expectations for self and for others and takes appropriate action when performance is unsatisfactory.
- Regularly reviews own practice, sets personal targets and takes responsibility for own personal development.
- Manages own workload and that of others to allow an appropriate work/life balance.

4. Managing the Organisation

- Creates an organisational structure which reflects the academies values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produces and implements clear, evidence-based improvement plans and policies for the development of the academy and its facilities.
- Ensures that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.

- Manages the academies financial and human resources effectively and efficiently to achieve the academies educational goals and priorities.
- Recruits, retains and deploys staff appropriately and manages their workload to achieve the vision and goals of the academy.
- Implements successful performance management processes with all staff.
- Manages and organises the academy environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensures that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Uses and integrates a range of technologies effectively and efficiently to manage the academy.

5. Securing Accountability

- Fulfils commitments arising from contractual accountability to the Governing Body.
- Develops an academy ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensures individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Works with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities.
- Develops and presents a coherent, understandable and accurate account of the academies performance to a range of audiences including Governors, parents and carers.
- Reflects on personal contribution to academy achievements and takes account of feedback from others.

6. Strengthening Community

- Builds an academy culture and curriculum which takes account of the richness and diversity of our communities.
- Creates and promotes positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensures learning experiences for pupils are linked into and integrated with the wider community.
- Ensures a range of community-based learning experiences.
- Collaborates with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Creates and maintains an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seeks opportunities to invite parents and carers, community figures, businesses or other organisations into the academy to enhance and enrich the school and its value to the wider community.
- Contributes to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operates and works with relevant agencies to protect children.
- Builds and maintains links with the diocesan education staff and the two parish churches.

7. Safeguarding

- Responsible for promoting the welfare of all children and young people.
- Creates an organisational culture which is vigilant to, monitors and prioritises the safeguarding of children and young people above all considerations.
- Will be the designated safeguarding officer (DSL)

The content of this job description maybe amended at any time following discussions between the Governing Body and the Headteacher and will be reviewed on an annual basis.