



## Appointment of Headteacher

Post Title: Headteacher  
Responsible to: CEO, Frays Academy Trust  
Main Priority: To lead rapid and sustained school improvement.

### Job Description

#### Shaping the Future

The Headteacher will work with Frays Academy Trust, the local Governing Body and other key stakeholders to create a shared vision and strategic plan to inspire and motivate pupils, staff and the wider school community. The Headteacher will:

- Deliver sustained school improvement
- Ensure that the school's vision is clearly articulated, shared, understood and implemented effectively
- Develop positive relationships with key educational partners and the wider community
- Build upon the systems in place for measuring and monitoring attainment and the rate of progress for the school, year groups and each individual pupil
- Ensure that the school culture takes account of the diversity, values and ethos of the school and community at large
- Create a 'love of learning' and culture of high expectations and standards

#### Managing the Organisation

The Headteacher will provide strong and effective management of the school maintaining robust and sustainable systems for monitoring and evaluation. The Headteacher will:

- Provide continual profession and personal development for leadership and management across all aspects of the school
- Take responsibility for safeguarding and promoting the welfare of children
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities
- Maintain the momentum to drive improved attainment and an accelerated rate of progress for all pupils
- Manage the school's financial and human resources effectively and efficiently to support educational goals and priorities
- Monitor and further develop systems for the input and management of school performance data
- Use high quality information to support and demonstrate school improvement and raise educational standards
- Develop staff and embed systems to create a sustainable school organisation and culture

- Demonstrate value for money in the use of school resources

### **Leading Learning and Teaching**

The Headteacher has central responsibility for raising the quality of teaching and learning. This requires setting high expectations, establishing a successful learning culture and providing evidence of improved pupil achievement. The Headteacher will:

- Promote a consistent and continuous focus on pupil achievement, using data and benchmarks to monitor progress for each individual with the Senior Leadership Team
- Ensure that learning is at the centre of strategic planning and resource management
- Demonstrate successful curriculum development, implementation and evaluation
- Develop a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Implement strategies which secure high standards of behaviour and attendance
- Exemplify inspirational teaching and a passion for learning
- Maintain and monitor a culture of inclusion, diversity and access
- Monitor, evaluate and review classroom practice to promote improvement strategies
- Take a strategic role in the development and use of technology to enhance and extend the learning experiences of pupils
- Work closely with the Frays Trust schools to develop joint learning strategies, consistent policies and a smooth transition between Key Stages
- Challenge under-performance at all levels and act decisively to drive improvement

### **Developing Self and Working with Others**

Effective communication and relationships are key to successful headship. The Headteacher needs to build a professional and sustainable learning community which enables others to achieve. The Headteacher will:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Ensure that responsibilities and tasks are clearly communicated and delegated to maintain a high performing team of staff in all aspects of managing and administering the school
- Develop and maintain effective strategies for staff induction, professional development and performance management
- Lead and model good practice in all matters of classroom teaching, organisation and management
- Challenge, influence and motivate pupils and staff to set high expectations for performance and achievement
- Build a culture of partnership and co-operation with the wider community
- Regularly review own practice and achievement, set personal targets and take responsibility for own personal development. Seek and take account of feedback of others
- Work in partnership with Frays Academy Trust and schools within the MAT to deliver consistently high standards

## Securing Accountability

The Headteacher has a responsibility to the whole community and is accountable to pupils, parents, carers, Governors and the Trust. The Headteacher will:

- Work with the governors to develop and execute a plan to make rapid improvements in the school
- Further develop systems to clearly demonstrate school performance to a range of audiences including HMI/OfSTED, governors, staff, parents and pupils
- Build upon the school ethos which enables everyone to work collaboratively, share knowledge, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood and agreed; using performance management for rigorous review and evaluation
- Fulfil commitments arising from legal requirements and contractual accountability to the governing body
- Take overall responsibility for data management and analysis and the development of clear systems for monitoring and reporting

## Strengthening Community

The Headteacher should engage with the internal and external school community to create a positive and collaborative relationship with a wide range of partners. The Headteacher will:

- Ensure that the school's ethos and values are clearly communicated to the school and community
- Demonstrate through personal behaviour a commitment to collaboration and working in partnership to improve outcomes and secure the future direction of the school
- Show a commitment to listening, reflecting upon and acting on feedback to bring about school improvement
- Build a school culture and curriculum which takes account of the richness and diversity of the school community
- Co-operate and work with relevant agencies to safeguard children and promote the wellbeing of all members of the school community
- Seek opportunities to invite parents, carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community
- Create and promote positive strategies for challenging racial and other prejudice
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families

## Partnership within Frays Academy Trust

1. Establish a strong partnership with all schools in the Trust and senior leaders
2. Provide opportunities to share effective practice
3. Ensure that staff attend relevant Trust training and development
4. Ensure that leaders moderate standards with other schools in the Trust following the cycle of monitoring and evaluation

5. Establish partnerships with schools outside the Trust and provide school to school support as directed by the Trust
6. Lead on an assigned area to contribute to the effectiveness of the Trust, as directed by CEO



**FRAYS**  
Academy Trust

# Person Specification

| Area   | Essential | Desirable | How assessed              |
|--|-----------|-----------|---------------------------|
| <b>Qualifications and Personal</b>   |           |           |                           |
| Qualified Teacher Status   | ✓         |           | Application               |
| Degree or equivalent   | ✓         |           | Application               |
| NPQH   |           | ✓         | Application               |
| Evidence of other further professional development in preparation for senior management  | ✓         |           | Application               |
| <b>Experience</b>  |           |           |                           |
| At least eight years successful teaching in the Primary year age range and a minimum of three years senior management experience | ✓         |           | Application               |
| Successful experience as a Deputy or Assistant Head in improving outcomes of all pupils across the ability range.                | ✓         |           | Application               |
| Successful experience of the promotion of high standards of behaviour and safety and a positive ethos in a school.               | ✓         |           | Application and interview |

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| Successful experience of developing, monitoring and evaluating the curriculum so it is matched to pupil needs and leads to improved outcomes.                        | ✓ |   | Application and interview |
| Experience of working in collaboration with a group of schools or in a multi academy trust.  |   | ✓ | Application               |
| <b>Qualities and Knowledge</b>   |   |   |                           |
| Ability to articulate values and moral purpose, focused on providing high quality education for all pupils.  | ✓ |   | Application and interview |
| Demonstrates optimistic behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community. | ✓ |   | Application and interview |
| Lead by example with integrity, creativity, resilience and clarity drawing experience and expertise and skills of others.  | ✓ |   | Interview                 |
| Understand the current educational landscape and development and pursue professional development.  | ✓ |   | Application               |

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|   |   |   |                           |
| Have a clear understanding of budget creation and monitoring.   |   | ✓ | Application               |
| <b>Pupils and Staff</b>   |   |   |                           |
| Set high expectations for pupils and staff through effective levels of accountability   | ✓ |   | Application and interview |
| Secure strong teaching and learning   | ✓ |   | Application and interview |
| Create a supportive working ethos   | ✓ |   | Application               |
| Develop leaders through succession planning   |   | ✓ | Application               |
| <b>Systems and Processes</b>  |   |   |                           |
| Systems and processes are effective in ensuring that the school is well organised and enables effective communication.  |   | ✓ | Application               |
| Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society. | ✓ |   | Application and interview |
| Developing strong governance  |   | ✓ | Application and interview |
| Effective in developing curriculum led planning that  | ✓ |   | Application               |

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| enables strong pupil outcomes   |   |   |                           |
| Distribute leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making. | ✓ |   | Application and interview |
| <b>The self-improving school system</b>   |   |   |                           |
| Create an outward-facing school which works with other schools and organisations to champion best practice and secure excellent outcomes for all pupils.                        |   | ✓ | Application               |
| Develop effective relationships with professionals and colleagues in other public services to improve academic and social outcomes for all pupils.                              | ✓ |   | Application and interview |
| Challenge educational practices in the best interests of achieving excellence.  | ✓ |   | Application and interview |
| Shape the quality of the teaching profession through high quality training and sustained professional   | ✓ |   | Application               |



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| development for all staff.  |   |   |                           |
| Model innovative approaches to school improvement and leadership.   |   | ✓ | Application               |
| Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education. | ✓ |   | Application and interview |