



The Rainbow Multi Academy Trust Job Description

Job Title:	Headteacher
Main place of work:	The Rainbow Multi-Academy Trust
Accountable to:	Trust Lead and Deputy Trust Lead
Salary:	
Hours:	Full time
Contract type:	Permanent

Main Purpose

The Headteacher will:

- To take day to day responsibility for the leadership & management of the school.
- To improve teaching, learning, experiences and the outcomes for all children.
- To develop our school in accordance with its shared values and school development plans and to be accountable for improving outcomes for pupils.
- To establish and sustain the school's ethos and strategic direction
- To establish and oversee systems, processes and policies so the school can operate effectively
- To identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- To ensure school improvement strategies are effectively implemented
- To monitor progress towards achieving the school's aims and objectives
- To allocate financial resources appropriately, efficiently and effectively
- To uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- To build positive and respectful relationships across the school community
- To serve in the best interests of the school's pupils

Strategic Purpose

- Overall accountability of the day to day management of the school.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- To lead the development, implementation and review of school improvement plans including regular monitoring and evaluation of standards and quality of provision.
- To lead the whole staff team to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour.
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions

- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Promote and maintain a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards.
- Responsible for building the reputation of the school within the community.

Standards

- Review the progress made by children at regular intervals and report that progress to the Lead for School
- Improvement and Trust Leader and parents. Act to ensure that progress is at least at national expectation and usually better.
- Monitor teaching, learning and assessment regularly and report on that to the Lead for School Improvement and Trust Leader. Act to ensure that the overall quality of teaching and learning is consistently good with an ambition to be even better.
- Be the Performance Management lead for the school in order to improve outcomes in all year groups
- Lead high quality CPD activity and monitor its effectiveness.
- Review the curriculum goals for the school and ensure the curriculum is well matched to the needs of the pupils and the demands of national assessment. Ensure that 'British values' are well taught and that there is a coherent SMSC strand through teaching plans.
- Ensure teachers' planning is well matched to the needs of pupils and is effective in ensuring rapid progress and depth of learning.
- Ensure vulnerable groups of pupils are given sufficient support and additional help to enable them to make similar or better progress compared to national comparators.

Additional and Special Educational Needs (SEN) and Disabilities

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Government, Accountability, Stakeholders and Working in Partnership

- Understand and welcome the role of effective governance
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Develop and maintain a relationship between the school and its parents, immediate community and wider stakeholders, including other Trust schools.
- Report regularly to parents on the progress, attainment and wellbeing of pupils.
- Organise regular meetings for parents and prospective parents to discuss pupil progress or other matters.
- Manage complaints from parents and other stakeholders at Stage 1.
- Use the website and other forms of social media to report on compliance and the work and achievements of the school.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Managing Resources

Work with The Rainbow Multi Academy Trust Central team:

- To ensure the delegated budget is managed appropriately to maximise value for money;
- Ensure the premises are safe, and that there is due attention to health and safety by employees;
- On employee HR matters.

Class teacher responsibilities (when needed the post holder may need to cover classes in the long/short term)

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description.
- Manage and organise cover of absent teachers.
- To be responsible for teaching across both key stages.

General responsibilities applicable to all staff

- To demonstrate and promote the values of The Rainbow Multi Academy Trust at all times.
- To work effectively with other members of staff to meet the needs of all pupils.
- To work with professionalism in line with the Trust's Code of Conduct.
- To attend staff meetings and Trust-based INSET as required.
- To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- To be aware of and adhere to all applicable Trust policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.

The postholder may be required to undertake such work as may be determined by the line manager from time to time, up to or at a level consistent with the main responsibilities of the job.

Special Conditions of Employment

The Rainbow Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

Person specification

Criteria	Essential Qualities	Desirable Qualities	How Identified
Education and Training	Appropriate teaching qualification-QTS Recent/relevant CPD A commitment to own professional development	Other relevant professional qualifications Recent Leadership CPD	Application form Interview
Skills and Experience	Relevant school teaching experience Experience in leading curriculum projects and initiatives across a school Ability to communicate a vision and inspire others to improve practice Demonstrate experience of successful line management and staff development and the ability to support others to improve Ability to build effective working relationships Ability to analyse data and to use data to set targets and identify weakness Experience in school self-evaluation and development planning Ability to work under pressure and prioritise effectively	Successful leadership and management experience in a senior role within in school	Application form Interview References
Specialist Knowledge	Knowledge of current assessment models and curriculums Knowledge of current educational thinking and research Knowledge of use of data to better understand outcomes Data analysis skills and the ability to use data to set targets and identify weaknesses Understanding of high-quality teaching based on evidence and the ability to model this for others and support others to improve Knowledge of methods of raising attainment Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people	Good understanding of the current Ofsted framework Good understanding of the SIAMs inspection framework Knowledge and understanding of school finances and financial management	Application form Interview References

	Demonstrates an awareness, understanding and commitment to equality and inclusion		
Values related qualities	A commitment to uphold the 7 principles of Public Life (the Nolan Principles) at all times A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position In our Church Schools, to uphold the school's Christian ethos and values within the classroom, across the school and throughout the school's community		Application form Interview

This job description may be amended at any time in consultation with the postholder.