

Job Description – Executive Headteacher, Southover Partnership

Job purpose: To lead and sustain educational excellence in teaching, learning and pupil outcomes within the Southover Partnership

Reporting to the Chair of Trustees

Planning, organisation and management

1. To ensure that the Southover Partnership Improvement Plan covers all aspects of the school's and Southover Outreach Service's (SOS) work and is regularly updated
2. To ensure that the training and development of all staff reflects the Southover Partnership's needs as identified in the Southover Partnership Improvement Plan
3. To ensure that the processes for staff consultation and participation draw fully on the experience and ability of all staff
4. To ensure that the allocation of physical and human resources matches the priorities described in the Southover Partnership Improvement Plan
5. To ensure that efficient use is made of data systems
6. To make the best use of staff through effective delegation
7. To ensure relevant statutory compliance

Leading learning and teaching

1. To ensure that learning is at the centre of strategic planning
2. To establish creative, responsive and effective approaches to learning and teaching
3. To ensure a culture and ethos of challenge and support where all pupils can achieve success and engage in their own learning

The curriculum

1. To ensure the delivery of the National Curriculum, and the broader curriculum that supports this and SEND outcomes
2. To ensure that the school and SOS make appropriate arrangements for progression in the curriculum as pupils move through the school or SOS
3. To deliver the aims and intent of Southover's curriculum policy

Strategic development

1. To assist the Trustees in developing and implementing a five year strategic plan for the future of the Southover Partnership
2. To seek and exploit opportunities for raising funds
3. To market the Southover Partnership to ensure high numbers of pupils and attract resources

The Board of Trustees

1. To ensure that the Board of Trustees is properly informed on all matters relating to the conduct, curriculum and needs of the School and SOS
2. To devise with the Board of Trustees the appropriate range of management information required by the Board of Trustees to carry out their functions and responsibilities, including suitable performance indicators, appropriate policies and ensuring their implementation
3. In conjunction with the Board of Trustees, to ensure that the Southover Partnership's resources are used efficiently and effectively
4. To assist the Board of Trustees in establishing the aims and values of the Southover Partnership
5. To ensure the Board of Trustees are given ample opportunity for visiting the school and the SOS and for meeting staff, pupils and parents/carers/carers
6. To ensure that relationships between the Southover Partnership, staff and the Board of Trustees are close and mutually supportive
7. To ensure that the Southover Partnership, the Board of Trustees and the other educational bodies are provided with financial, staffing, staffing and management information each requires to perform their role effectively and properly
8. To ensure, in conjunction with the Board of Trustees, that the staffing structure of the Southover Partnership for both teaching and non-teaching staff matches its needs and that appropriate measures are taken for the recruitment, retention and where necessary, redeployment of staff

The pupils

1. To ensure that the Southover Partnership's policies and practices ensure that pupils and staff are safeguarded appropriately. To maintain an effective system for the induction of all new pupils at any stage
2. To maintain effective liaison arrangements with other agencies concerned with the development and welfare of pupils

Parents/carers/carers and the community

1. To ensure that there are effective methods of consultation with parents/carers/carers and that the latter are properly informed in all matters relating to the education of their children
2. To ensure that information about the Southover Partnership is published in the form required by law
3. To ensure that effective procedures are established for dealing with complaints and appeals by parents/carers/carers
4. To maintain and extend effective links with the local communities

Evaluation, assessment and appraisal

1. To ensure that the work of the Southover Partnership is of high quality through a carefully devised system of evaluation involving a process of review, target setting, monitoring and further review.
2. To ensure that the Southover Partnership develops and implements effective systems for the assessment of pupils progress and achievement.
3. To ensure that the Southover Partnership develops an effective system for staff appraisal within the framework set by the DfE.

Equal Opportunities

To ensure that proper account is taken of our equality duty as laid out in The Equality Act (2010).