



THE BAY  
LEARNING TRUST

# Headteacher

Salary	Negotiable
Location	Lancaster
Closing Date	Monday 10 <sup>th</sup> February 2025
Interviews	Day 1 – Thursday 13 <sup>th</sup> February 2025 Day 2 – Friday 14 <sup>th</sup> February 2025
Duration	Permanent position
Reports To	The Headteacher will be employed by The Bay Learning Trust and will be accountable to the School Local Governing Body and the Trust

This Job Description reflects the **Headteachers' Standards (2020)**. These standards are built up on the Teaching Standards (2011) which apply to all teachers, including Headteachers.

The appointment is subject to the current conditions of employment of Headteachers, contained in the **School Teachers' Pay and Conditions** and other current educational and employment legislation, including that of the Department for Education, and the terms of the Bay Learning Trust.

## Purpose of role:

- The Headteacher is the prime mover in creating, inspiring and embodying the culture of the academy, securing its Mission Statement with all members of the academy community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.
- The core purpose of the Headteacher is to provide professional leadership and management for the academy within the wider context of the Bay Learning Trust. The Headteacher should establish a culture that promotes excellence, equality and high expectations of all students.
- The Headteacher is the leading professional in the academy. Accountable to the Local Governing Body and the Trust Board, the Headteacher provides vision, leadership and direction for the academy and ensures that it is managed and organised to meet its aims and targets. The Headteacher, working with others, is responsible for evaluating the academy's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the academy's aims and objectives and for the day-to-day management, organisation and administration of the academy.
- The Headteacher, working with and through others, secures the commitment of the wider community to the academy by developing and maintaining effective partnerships with, for example, academies, schools, other services and agencies for children, the Local Authority, higher education institutions and employers. Through such partnerships and

other activities, the Headteacher plays a key role in contributing to the development of the education system as a whole and collaborates with others to raise standards locally.

- Drawing on the support provided by members of the academy community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all students.

## **Headteachers' Standards:**

### **1. School culture**

Within the academy's ethos, the Headteacher will:

- establish and sustain the academy's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- ensure a culture of high staff professionalism

### **2. Teaching**

Within the academy's ethos, the Headteacher will:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment

### **3. Curriculum and assessment**

Within the academy's ethos, the Headteacher will:

- ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

### **4. Behaviour**

Within the academy's ethos, the Headteacher will:

- establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour and courteous conduct in accordance with the academy's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour

- ensure that adults within the school model and teach the behaviour of a good citizen

### **5. Additional and special educational needs and disabilities**

Within the academy's ethos, the Headteacher will:

- ensure the academy holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- ensure the academy works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

### **6. Professional development**

Within the academy's ethos, the Headteacher will:

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

### **7. Organisational management**

Within the academy's ethos, the Headteacher will:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the academy to operate effectively and efficiently
- ensure rigorous approaches to identifying, managing and mitigating risk

### **8. Continuous school improvement**

Within the academy's ethos, the Headteacher will:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the academy's context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

### **9. Working in partnership**

Within the academy's ethos, the Headteacher will:

- forge constructive relationships beyond the academy, working in partnership with parents, carers and the local community
- commit their academy to work successfully with other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

### **10. Governance and accountability**

Within the academy's ethos, the Headteacher will:

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- establish and sustain professional working relationship with those responsible for governance
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the academy effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

The post-holder will be required to travel to other schools and sites as necessary.

It is the Academy's intention that this job description is seen as a guide to the major areas and duties for which the Headteacher is accountable. However, this may change and the post holder's obligations will vary and develop. The post holder is required to perform other reasonable duties which are assigned from time to time. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

#### **Safeguarding:**

The Bay Learning Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

### Personal attributes required (based on job description)

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Teaching Qualification</li> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>• NPQH</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Extensive senior leadership experience</li> <li>• Track record of leading whole school improvements</li> <li>• Experience of Senior Leadership in more than one setting</li> <li>• Teaching experience</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Demonstrable experience of successful line management and staff development</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of an Acting/ Interim Headteacher role</li> <li>• Leadership across more than one setting</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Expert understanding of national and local education</li> <li>• Knowledge of safer recruitment in education and working together to safeguard children</li> <li>• Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve</li> <li>• Understanding of school finances and financial management</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills with ability to engage stakeholders</li> <li>• Excellent communication skills in written and verbal formats including report-writing and presentations</li> <li>• Must be adept at problem-solving, including being able to identify and resolve issues in a timely manner</li> <li>• Demonstrable numerical and analytical skills</li> <li>• Ability to absorb and assimilate a wide range of information</li> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to work under pressure and to tight deadlines with the ability to prioritise and organise workloads</li> <li>• Demonstrable computer and IT skills with proficiency in MS Office suite</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to uphold the 7 principles of public life (the Nolan principles) at all times</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the academy</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li> </ul>	

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to Bay Learning Trust values.