



# The LETTA Trust Headteacher

## Job Description and Person Specification

**School group:** 2                                      **Salary grade:** leadership pay spine L17 to 21  
**Contract type:** full-time permanent      **Responsible to:** CEO  
**Responsible for:** Assistant Headteachers, Phase Leaders and Office Manager

### Core responsibilities

1. Uphold the LETTA Trust's mission, vision and values and ensure a high quality education for pupils across the Trust
2. Establish and sustain the school's ethos and strategic direction in consultation with the school community, alongside the Local Governing Board and in line with the LETTA Trust's mission, vision and strategic plans
3. Maintain and develop the quality of education, behaviour and personal development of pupils at the school
4. Oversee effective school improvement including the professional development of all staff members
5. Implement systems, processes and policies so the school runs smoothly including for financial management, health and safety and HR
6. Maintain an effective safeguarding culture at the school

### Duties and responsibilities

#### The quality of education

1. Uphold ambitious educational standards in order to prepare all pupils for their next phase of education and life

#### Teaching

1. Establish and sustain high-quality evidence-informed teaching across all subjects and phases
2. Ensure teaching is underpinned by subject expertise
3. Ensure the teaching of a broad, structured and coherent curriculum
4. Having regard to other duties, participate in the teaching of pupils at the school as appropriate

#### Curriculum and assessment

1. Implement, review and develop an ambitious curriculum to ensure breadth and balance for all pupils including disadvantaged pupils and those with special education needs and/or disabilities
2. Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read
3. Put in place effective curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
4. Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum including formative assessment
5. Implement, monitor and develop systems for monitoring and improving pupils' achievement



# The LETTA Trust Headteacher

## Job Description and Person Specification

### **Additional and special educational needs and disabilities (SEND)**

1. Promote a culture and practice that enables all pupils to access the curriculum
2. Have ambitious expectations for all pupils with SEND
3. Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
4. Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

### **Pupil behaviour and personal development**

1. Create a culture where pupils experience a positive and enriching school life
2. Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
3. Implement, monitor and review practice that leads to high standards of behaviour
4. Ensure that there are rules and routines that encourage high standards of behaviour that are understood by staff and pupils and are clearly modelled by all adults in school

### **Leading and managing staff**

1. Lead, motivate, deploy and manage staff effectively and with due attention to workload
2. Develop a culture of staff professionalism
3. Propose an appropriate staff structure and define staff tasks and responsibilities
4. Oversee the recruitment of new staff
5. Ensure staff have access to appropriate, high quality professional development opportunities including high quality line management and performance management

### **Safeguarding and health and safety**

1. Ensure rigorous approaches to identifying, managing and mitigating risk
2. Take responsibility for addressing and reporting Safeguarding issues as they arise in school in line with Trust and school policies
3. Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
4. To raise awareness of Health and Safety issues amongst staff and ensure compliance with policies and legislation
5. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions

### **Finance, resources and premises**

1. Take responsibility for the management of the school budget
2. Determine short, medium and long term priorities for spending
3. Ensure the development, maintenance, security and safety of school buildings, grounds and equipment

### **Community relationships**

1. Establish and maintain links with businesses, external agencies and the media



# The LETTA Trust Headteacher

## Job Description and Person Specification

2. Represent the school to other groups and the local community
3. Encourage the involvement of parents in the life and work of the school
4. Promote links with other local schools

### **Governance and accountability**

1. Play an active role in the strategic leadership of the LETTA Trust
2. Work closely with the Local Governing Board to improve the quality of education at the school
3. Work closely with the Trust leader to ensure a high standard of education at the school
4. Ensure that staff understand their professional responsibilities and are held to account
5. Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

### **General requirements**

1. Show commitment to the Trust, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
2. Maintain awareness of and comply with all relevant LETTA Trust and school policies, particularly those relating to Safeguarding, Health and Safety and Confidentiality
3. On behalf of the Trust, implement all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities
4. Undertake any professional duties commensurate with the grade of the post

### **Managing own performance and development**

1. Participate fully in the Trust's performance management cycle and seek training and continuing professional development to meet needs
2. Keep up to date with developments in education and share the knowledge and ideas gained with colleagues
3. Demonstrate resilience and resourcefulness
4. Think imaginatively to anticipate and solve problems and identify opportunities

### **Notes**

1. The Headteacher will carry out his or her professional duties in accordance with and subject to the National Conditions of Employment for Headteachers and the School Government Regulations
2. 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 tasks that the post holder will carry out
3. The job description may be amended at any time in consultation with the post holder

**Staff member signature:**

**Date:**

**Line manager signature:**

**Date:**



# The LETTA Trust Headteacher

## Job Description and Person Specification

### Person Specification

#### Qualifications and training

1. Qualified teacher status
2. Degree
3. National professional qualification for headship (NPQH)
4. Interest in professional development and has pursued appropriate professional learning recently

#### Experience

1. Successful leadership and management experience in a school
2. Teaching experience
3. Involvement in school self-evaluation and development planning
4. Demonstrable experience of successful line management and staff development

#### Skills and knowledge

1. A deep understanding of and commitment to safeguarding
2. Data analysis skills, and the ability to use data to set targets and identify weaknesses
3. Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve
4. Understanding of school finances and financial management
5. Ability to build effective working relationships
6. Effective communication and interpersonal skills
7. Ability to communicate a vision and inspire others
8. Ability to prioritise and be adaptable and responsive to circumstances
9. A balanced decision maker with consistency of judgement and integrity

#### Personal qualities

1. Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct and serve in the best interests of children
2. Commitment to uphold the 7 principles of public life (the [Nolan principles](#)) at all times
3. Commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and the LETTA Trust
4. Is positive, optimistic and approachable with a commitment to equal opportunities

#### Pupil achievement

Evidence that she or he:

1. is concerned about the achievement of each individual in the school community
2. ensures high levels of pupil performance
3. can analyse the complexity of issues relating to pupils' achievement and develop effective and creative responses

#### Curriculum

Evidence of:



# The LETTA Trust Headteacher

## Job Description and Person Specification

1. in-depth knowledge of the National Curriculum and sound experience of curriculum design, delivery, monitoring and assessment
2. analysing complex curriculum issues and develop effective and creative responses
3. the skills necessary to communicate effectively about curriculum, both within the school and in the community, for example to parents

### **Leading and managing staff**

Evidence that she or he:

1. has experience of successful change management
2. addresses problems and resolves conflict by applying skills of arbitration and reconciliation
3. is able to lead by example, a team worker who motivates others and gets results
4. has the ability to handle difficult situations effectively with subtlety and sensitivity

### **Finance, resources and premises**

Evidence of:

1. financial management experience and understanding
2. the ability to analyse complex issues and develop effective and creative responses
3. concern for the quality of the school environment.

### **Community links**

Evidence of:

1. effective communication with staff, parents, pupils and governors and is sensitive to the school's role within the community
2. the ability to establish effective links with the community
3. the ability to establish a "standing" within the community

### **Governance**

Evidence of:

1. the ability to work with those in governance or in an executive role within the Trust