



## **Executive Head Teacher**

Leadership 27 - 31

## **Trust Mission Statement**

Our mission is to create high quality educational opportunities for all children and young people across the partnership by developing a strong collaborative and co-operative model through which we encourage autonomy, share best practice, enhance the professional aspirations of our staff and ensure the safety and well-being of all pupils and staff.



## Job Purpose

The Executive Head Teacher is a member of the extended senior leadership team for the Trust and is responsible for leading school improvement across a group of primary schools and quality assurance strategies across the Trust primaries. The executive Headteacher will also play a crucial role in the training, development and CPD for senior leaders across BEP.

This role drives, both strategically and operationally the support, advice and guidance that enables the schools to succeed and ensures the consistent delivery of BEP's principles and values.

## Relationships

The Executive Head Teacher will report directly to the Director of Schools and will also need to develop the following working relationships:

- **Trust SLT** – work as part of the Trust's Senior Leadership Team to develop the Trust for the future
- **Trust Central Team** – work closely with other members of the Trust's Central Team to undertake the role successfully
- **Trust Head Teachers** – Develop positive and professional working relationships with Trust Head Teachers taking on the line management of some colleagues. Building relationships with secondary colleagues will also be important to the role.
- **Trust Board** – report information to the Trust Board as required
- **External Stakeholders** – Ensure that the role is outward facing representing a professional outlook of the Trust at all times. Work proactively with external agencies as required.

## BEP Employee Responsibilities

- Truly support the mission statement, values and ethos of the Trust – demonstrate and role model this commitment in everything that you do to students and colleagues;
- Make safeguarding children a priority;
- Understand and comply with relevant policies and procedures, including (not exhaustive) those relating to:
  - Child protection
  - Health, safety and security
  - Code of Conduct
  - Whistleblowing
  - Confidentiality and data protection
- Be aware of and support difference and ensure equal opportunities for all;
- Commitment to develop own professional skills;
- Work co-operatively as part of an immediate and wider team to aid effective working practices and a good quality education to the children and students within our Trust
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.



## Specific Responsibilities

### Applied Knowledge and Expertise

- Applies extensive experience in the leadership of schools to school improvement planning, due diligence, intervention in schools facing challenging circumstances and the development of educational leadership teams.
- Uses significant experience in preparing schools for Ofsted inspections, as well as detailed knowledge of the inspection framework and practices, to improve the standards in schools.
- Utilises in-depth knowledge and experience of working in the educational sector to deliver quality assurance and support the design of intervention strategies to improve academic standards and outcomes.
- Applies experience in change management and leadership training to target improved performance.
- Applies knowledge of educational assessments to support the delivery of consistent pupil assessment and achievement initiatives and programmes.

### Decision Making & Problem Solving

- With the Director of Schools and senior executive team, creates and regularly reviews structures across the academies that reflect the Trust's and each school's values and enables management systems, structures and processes to work effectively.
- Works with the Head Teachers to monitor and evaluate the academic performance, leadership and management of academies.
- Supports and works towards the aim that all schools maintain at least a 'good rating', with the goal of eventually becoming 'outstanding'.
- Is able to lead transformational change both strategically and operationally in these schools.
- Delegates key responsibilities and operations relating to transformational change to the Head Teacher.
- Oversees, supports and quality assures the work of Head Teachers in their allocated schools, ensuring consistent delivery across the group.
- With the Head Teachers ensures that the curriculum is broad, balanced and effective, within Trust parameters, while ensuring local flexibility.
- Supports school to school collaboration and works, together with the Director of Schools to improve academic achievement.
- Works to develop and promote the Trust's vision, priorities and strategies for achievement and long term success through operational objectives which are understood by all relevant parties.
- Ensures that BEP ethos is embedded in all schools in the group.

### Resource Management

- With the BEP Multi-Academy Trust SLT and with input from Head Teachers supports in setting, overseeing and advising on the effective management of the budget for each school.
- Identifies opportunities across the group of schools for financial gains and sharing of resources through school to school collaboration.

- Ensures that all resources available to the group of academies are used in ways which are for the promotion and achievement of the school's priorities, values and objectives.
- Works with the Director of Schools to prioritise resource allocation and maximise value for money.
- Works actively to identify and implement alternative income streams for the group of schools.
- Works closely with the Head Teachers to support the staffing resource of each school.
- Reports regularly to the Director of Schools on all resource matters within the group of primary schools.
- Ensures that school premises will deliver the future requirements for schools in the group, identifying and making recommendations to the Director of Schools
- Supports the development of effective local governance through the Local Advisory Boards

### **People Leadership & Development**

- Drives a culture of high expectations, supporting school leadership teams to improve standards across all departments.
- Ensures that the Head Teacher is supported through significant transformational change projects.
- Ensures Head Teachers receive the appropriate teaching and leadership training and continue to develop their practices in line with BEP's vision and principles.
- Works with the Head Teacher to recruit staff of the highest quality across the group.
- Creates a climate where the Head Teachers are empowered to achieve success through appropriate delegation of responsibility and accountability in a supportive environment.
- Develops talented and motivated senior leadership teams to drive the schools forward.
- Promotes a positive culture throughout the organisation and adopts behaviours that exemplify the Trust's values.
- Line manages the Head Teacher within their group, setting targets and development programmes and encouraging continuing professional development (school improvement focus).
- Builds own leadership capacity and takes responsibility for own professional development by actively engaging with and seeking out areas for improvement.
- Works with and liaises effectively with the Director of Schools to identify broader areas of improvement and identify opportunities for progression.

### **Influencing & Managing Relationships**

- Nurtures robust, open and effective relationships with all parties across the Trust.
- Fosters a culture of collaboration by creating networks and opportunities for academies within the group to engage with other schools in the local and BEP communities to build effective extended learning communities.
- Facilitates the partnership and networking of Head Teachers to share and promote best practice and to support each other with challenges.

- Creates effective working relationships with the senior management team of each academy within their group.
- Develops an effective working relationship with the Chief Executive, CFO/COO and other Directors and Head Teachers in order to drive agreed changes smoothly and efficiently.
- Works closely with BEP schools.
- Works with other members of the leadership team to promote BEP schools as the schools of choice in the local community.



## Person Specification

	Essential	Desirable
<b>Qualifications, Education and Training</b>		
Degree educated with QTS	✓	
Qualified Ofsted inspector		✓
Relevant postgraduate qualifications		✓
Evidence of a commitment to ongoing learning and continuous professional development	✓	
<b>Experience</b>		
Being an experienced Head Teacher	✓	
Being a senior school leader together with leadership experience in a local authority, MAT or national body		✓
Experience of leading successful Quality Assurance beyond own school – e.g. via a MAT or LA	✓	
Being an NLE or LLE with a proven track record		✓
Successfully leading schools through Ofsted – own school	✓	
Successfully leading schools through Ofsted – supported school		✓
Preparing schools for Ofsted and improving schools in their Ofsted rating	✓	
Pupil Premium reviews at local or regional level		✓
Leading schools in challenging circumstances	✓	
Managing and leading complex changes across a school or group of schools	✓	
Evaluating the performance of the leadership and management of a school / academy	✓	
Working collaboratively across a group of schools with impact on outcomes for children evidenced as a result of this work	✓	
Overseeing and advising on budget management	✓	
Developing and motivating senior leaders to achieve success	✓	
Delivering training to senior leaders – beyond own school	✓	
<b>Skills, Knowledge and aptitudes</b>		
Sound knowledge of educational policy developments and implication for in-school practices	✓	
Secure knowledge of effective evidence based teaching and learning practices	✓	
Detailed knowledge of effective school improvement practices	✓	
Extensive knowledge of effective intervention strategies to impact on school standards	✓	
Broad experience of analysing education data to inform successful education delivery	✓	
Extensive knowledge of curriculum development, implementation, evaluation and effective assessment techniques	✓	
Producing reports which strategically review and evaluate resources and performance	✓	
Being skilled in using a range of techniques to ensure effective collaboration across schools / academies	✓	
Knowledge of international educational systems		✓

**Signed Declaration:**

**I have read, understood and agree with the contents of the job description:**

**Name:** .....

**Signed:** .....

**Date:** .....