



JOB DESCRIPTION

Executive Headteacher at the Federation of North and South Cowton Community Primary and Melsonby Methodist Primary Schools

Date Effective: January 2021

Statutory

1. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.
2. To meet the National Standards of Excellence for Headteachers as published by the DfE.
3. To seek to achieve any performance criteria, objectives or targets agreed with or set by the Federation's Governing Board in accordance with the requirements set out in the agreed School Teachers' Pay and Conditions Document.
4. To promote and safeguard the welfare of all children and young people within the Federation, by ensuring that their policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

The School's Governing Board wish a particular emphasis to be placed upon the following:

1. To raise standards across the Federation with particular reference to academic performance so that all pupils achieve to the very best of their ability.
2. To lead in the provision and delivery of excellent learning and teaching.
3. To establish a vision of school improvement across the Federation and to lead the staff and Governing Board to implement, review and evaluate the impact of School Development Plans.
4. To be accountable to the Federation's Governing Board on progress made against School Development Plan objectives, making recommendations as to future priorities and actions.
5. To further develop and extend partnership working with a variety of stakeholders and other bodies including the local Methodist Church and Circuit, through co-operation and collaboration.
6. To further develop and extend strong positive relations with the Federation's local communities.
7. To establish a reflective culture through a process of rigorous self-evaluation, including quality assurance and performance management at all levels
8. To develop, inspire and motivate effective teams across the Federation (including developing staffing flexibility across schools) in order to deliver high quality education and thereby raise standards
9. Melsonby is a Methodist School

- To ensure religious education and collective worship are central to school life and learning
- To demonstrate, by example, high standards of personal behaviour
- To build and maintain a creative partnership with local churches and the Methodist Chaplain

This Job Description may be amended at any time after consultation with the post holder and will be reviewed annually.