



Job Description

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| Headteacher | |
| Grade | Leadership Scale L29-34 |
| Section | Leadership |
| Responsible to | Stowe Valley Multi Academy Trust and the Governing Body |
| Responsible for | Bilton School |

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| Job Purpose | <p>To provide effective, dynamic and inspirational leadership for Bilton School that ensures its continued success and improvement.</p> <p>To secure a culture that promotes excellence, quality and high expectations so that all members of the school community can fulfil their true potential.</p> |
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| Principal Accountabilities: | Strategic Direction and Development of the School |
| <ul style="list-style-type: none"> • Ensure that all those involved in Bilton School are committed to and share its vision, ethos and aims, are motivated to achieve them and are engaged in meeting objectives that secure the educational success of the school. • Ensure that effective teaching and learning are at the centre of the strategic planning and resource management and that value for money is demonstrated by student outcomes. • Promote a harmonious learning culture which secures success through effective teaching, successful learning and sustained improvements by students to prepare them for a positive future. • Lead by example and demonstrate that the school is aspirational for and equally values every member of its community in all aspects of policy and practice. • Work with the Local Governing Body to develop and articulate a coherent vision, establish the values and ethos for the school and inspire others to share in achieving those. | |

Teaching and Learning

- Create and maintain a code of behaviour that secures excellent standards of teaching, effective learning and high standards of achievement.
- Encourage high standards of performance for all, challenge underperformance and use effective strategies to support improvement.
- Regularly review the pastoral system to ensure it can promote a culture of high expectation where all students are well supported, have positive attitudes to learning and can achieve success.
- Ensure a consistent and continuous school-wide focus on student assessment and achievement, using appropriate data and benchmarks to set, monitor, track and evaluate individual student progress.
- Maintain and further develop an effective partnership with parents and the wider community to support and improve students' achievement and personal development.

Developing staff and working with others

- Adopt a strong, caring and flexible leadership style to influence and motivate staff and students to achieve their objectives and those of Bilton School.
- Create and sustain a collaborative learning culture within the school and share evidence of best practice by networking with other organisations.
- Ensure that all staff are encouraged and supported to develop their own practice, participate in training and research and share their skills for the benefit of all within and beyond school.
- Implement and sustain effective strategies and well understood procedures for staff induction, professional development, performance management, and target setting, and take appropriate action when performance is unsatisfactory.
- Encourage effective teamwork, plan, allocate, support and evaluate the work of both teams and individuals, ensuring clear delegation of tasks through distributed leadership, building a culture in which staff and students are encouraged to develop their own leadership skills and contribute to school development.
- Lead by example to shape a working environment that places importance on wellbeing and the link with a positive work/life balance.
- Regularly review your own practice, set personal targets and take responsibility for personal and professional development.

Managing the Organisation

- Manage, monitor and review the range, quality, quantity and use of all available resources to improve the quality of education for all students and secure value for money.
- Develop and manage the school environment efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations.
- Recruit, manage and motivate a committed, effective and diverse workforce that enables and promotes high quality learning.
- Ensure all relevant policies and procedures are implemented, reviewed, meet statutory and organisational requirements and contribute to continuous school improvement.

Accountability

- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Present a coherent and accurate account of the school's performance in a form appropriate to many audiences including the Trust Board, governors, parents, Ofsted and others as required.
- Make use of national and internal data to inform rigorous and effective monitoring,

school self-evaluation methods and improvement planning to sustain and improve teaching, learning and achievement.

- Keep abreast of and critically appraise educational developments, national agendas, and new legislation and synthesise the information to support the understanding of others.
- Seek and value the views of all stakeholders using constructive feedback to contribute to school improvement.

Community Engagement

- Build, maintain and review effective communication and relationships with parents, carers and other members of the school community to support the learning of students, seeking feedback to ensure the needs of all parties are met.
- Encourage and engage in collaboration with other schools, networks and partners.
- Continue to offer the facilities of Bilton School for use by the community and promote provision that contributes to lifelong learning for all.
- Build a school culture that values and uses the richness and diversity of the school and wider community to enhance all aspects of school life and student experience.
- Secure positive relationships with all agencies that can support the health and wellbeing of every child in a culture where safeguarding every member of the school community is paramount.

This job description will be reviewed with the successful candidate within six months of taking up the post and at least annually thereafter to ensure its fitness for purpose and to reflect the plans and development of the school.

Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.

COMMITTED TO EQUAL OPPORTUNITIES