

Robin Hood MAT  
Job Description: Headteacher



**Accountable to:** Executive Headteacher, MAT Executive Board, Local Governing Body

**Accountable for:** Providing professional leadership of the organisation which secures its future success.

Safeguarding children.

High standards of academic achievement from a child's starting point.

Developing a culture of risk taking and innovation.

The quality of teaching and learning.

Health and safety across the school.

The HT, who is accountable to the Executive HT, MAT Executive Board and Local Governing Body, will drive the school's ethos, provide vision, leadership and strategic direction to ensure a vibrant and inspiring educational experience for all children in line with the common goals of Robin Hood Multi Academy Trust.

The HT will play an active role in the strategic direction and development of the Multi Academy Trust and will be required to work within schools that are targeted for specific leadership support.

### Strategic Direction

1. Create a strategic vision for the school in line with the MAT vision and ensure it is clearly articulated with all stakeholders.
2. Work with the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.
3. Demonstrate the vision and values in everyday work and practice.
4. Encourage creativity, innovation and the use cutting edge practice to achieve the highest standards possible.
5. Motivate and work with others to create a positive culture and climate where staff feel comfortable to take risks.
6. Lead and manage change effectively and efficiently to ensure that the school continues to evolve and develop.
7. To be outward facing and seek partnerships with other innovative organisations to bring fresh ideas into the school and MAT.

### Leadership and Management

1. To create the overall aims and objectives of the school.
2. To lead by example in adhering to the ethos and values which underpin the school.
3. To develop and implement a strategic development plan , underpinned by sound financial planning, which identifies priorities and targets for ensuring pupils achieve high standards and make progress, increase teacher pedagogy and secure school improvement.
4. Ensure that all those involved in the school are committed to its aims and involved in meeting short, medium and long term objectives, which secure the continued educational success of the school.
5. Work with the School Business Manager to ensure the management, finances, organisation and administration of the school supports its vision and aims.
6. Ensure that policies and practices take account of national, school and MAT data, including inspection and research findings and the outcomes of internal and external reviews.
7. Accurately monitor and evaluate the performance of the school and report this at a Local Governing Body and MAT level.
8. Provide continual self reflection and evaluation of policies and initiatives to ensure that they have the maximum impact possible.

### Managing the Organisation

1. Create a structure which reflects the school's values and enables the management systems, structures and processes to work both effectively and legally.
2. Manage the school's financial and human resources effectively and efficiently.
3. Recruit, retain and deploy staff appropriately to achieve the school's vision and goals.
4. Develop successful and effective Performance Management processes with staff.
5. Manage the school environment efficiently and effectively, ensuring it meets the needs of the curriculum along with health and safety regulations.
6. Ensure that resources are used in the most effective way possible to have the greatest impact on the pupils' education and achieve value for money.
7. Ensure that safeguarding procedures at the school are robust and rigorous to protect all children.

### Teaching and Learning

1. Establish innovative, creative and evidence based approaches to learning and teaching.
2. Ensure that high quality learning is at the heart of all decision making processes.
3. Make effective use of pupil data to monitor progress and drive standards for all groups of pupils across the school.
4. Challenge under performance at all levels, ensuring effective high impact support and development as and when needed.
5. Implement a creative and engaging curriculum that challenges pupils to become independent thinkers.
6. Monitor and evaluate teaching over time and, where needed, re-evaluate approaches to pedagogy to move learning forward.
7. Create a Unique Selling Point (USP) for the school that provides the children with a learning experience uncommon within a typical primary school.

### Securing Accountability

1. Build a culture and ethos of challenge and support, where all children can achieve their best regardless of starting points.
2. Work with and develop the Local Governing Body to help them to achieve their statutory responsibilities.
3. Ensure that individual staff accountabilities are clearly defined, understood and agreed and are subject to review and evaluation.
4. Develop and present a coherent and accurate account of the school's performance to a range of audiences.
5. Be an excellent communicator and listener, honestly reflecting on the views of others.
6. To be reflective and critique own decision making processes to evaluate own effectiveness.

### Developing the MAT

1. Play a strategic role in the development and growth of the MAT.
2. Provide leadership support across the MAT as and when the need is required.
3. Introduce innovative contacts and partners to other MAT leaders to enable the sharing of best practice.
4. Contribute to the MAT Executive Board through the Headteacher Steering Group and MAT SLT.
5. Be prepared to lead any school within the MAT based on the needs of the schools that lie within the trust.
6. Help to develop a Unique Selling Point for each school within the MAT.
7. Raise the profile of the MAT through outstanding methods of working.