



The Roles & Responsibilities of the Executive Headteacher

Inner London Group 6 (L29 to L35 + a discretionary amount up to 25%)

The Executive Headteacher will have oversight of strategic Leadership and Management, defining and delivering the vision and objectives of the Federation and the strategic plan as agreed with the Federation Governing Body. They will ensure that each school has a robust school improvement plan and works with Hackney Learning Trust and the Governing body to ensure appropriate school improvement support is in place and evaluated. They will create and support a collaborative, aspirational and innovative culture of learning across the Federation, creating a climate for learning and a system of monitoring and intervention that enables all students to thrive.

Ensuring external relationships with DFE, Ofsted, Hackney Learning Trust will be well managed and the Executive Headteacher will ensure that the schools are all at least 'Good' in future Ofsted inspections. Setting high educational standards in the Federation, they will design and implement the curriculum and the broader pupil experience and sharing expertise and experiences across the Federation. They will set and monitor against targets for student achievement.

They will ensure the welfare and safety of all students from all groups, including their safeguarding, ensuring each school has effective behaviour management strategies in place and monitoring with the Headteacher attendance, exclusions and behaviour. Embedding collaboration, learning and joint working The Executive Headteacher will ensure leadership at all levels has a direct impact on strategic school improvement, student outcomes and effective business operation.

In leading the Federation, the Executive Headteacher will ensure that the Federation ethos and values are deeply embedded and visible amongst students and staff, and that the schools ensure all groups of pupils achieve.

The Executive Headteacher is responsible for ensuring there is full and effective collaboration across the Federation and that this translates into measurable benefits for pupil outcomes, professional development and efficiency savings

Broadly, the responsibilities of the role are as detailed below:

Educational Leadership and Management

The Executive Headteacher is accountable for performance, pupil progress, standards and the academic results across the Federation. They will:

- Ensure that each school improvement plan demonstrates appropriate ambition and challenge.
- Develop a shared expectation of outstanding teaching and learning and ensuring collaborative learning and CPD across the Federation ensuring that all learn from the very best each has to offer and that the schools work in partnership.
- Agree, communicate and deliver aspirational short and medium term aims within the context of the longer-term vision.
- Develop and maintain the Federation values.
- Actively seek and share outstanding practice within and beyond the Federation.
- In collaboration with the Governing Body, appoint the Headteacher for each school in the Federation and ensuring that appropriate recruitment strategies are in place for all members of staff.
- Ensure a culture of working together to achieve high standards throughout the Federation.

- Manage the performance of the Headteacher. Ensuring that each school has a rigorous and effective performance management system and that pay progression decisions are made in line with the agreed pay policy.
- Support individual Headteachers in leading any staffing changes in the School. Undertaking effective planning with each Headteacher to ensure that the staffing needs for the Federation are proactively identified and that plans are in place to ensure appropriate succession. Where appropriate pool resources and skills across the Federation using shared posts and recruitment drives to benefit all.
- Take an active role in middle and senior leadership development across the Federation and ensure effective succession and talent management strategies are in place.
- Create a climate of reflective practice and professional development that enables all members of staff to flourish and achieve their very best. Driving collaborative CPD practice across the Federation so that all staff have access to the very best CPD.
- Ensure that each school uses and learns from the annual staff survey feedback and visibly acts on the results.
- Promoting equality and fairness for all staff.
- Take responsibility for their own professional development as the Executive Headteacher.

Financial and Business Management

- Work closely with the Headteachers and Business Manager to ensure budgets are set and managed within policies agreed.
- Ensure that each school delivers an efficient staffing structure monitoring of actual spending against budget for each school.
- Develop a shared resources strategy across the Federation and actively pursue opportunities to share back office services and thus streamline costs including areas such as Business Management, HR, Finance and Technology.
- Ensure that each School implements key Federation & Hackney Learning Trust policies and strategies (e.g. in relation to compliance, finance, HR and IT).
- Manage and utilise the sites and facilities to the full their value to the Federation, and where appropriate ensure shared use of facilities across the Federation.
- Ensure that health and safety policies are fully implemented and managed.

Links with Community

- Provide visible leadership at Federation level and actively engage with relevant business, community and public bodies to benefit the pupils and Federation.
- Ensure each Headteacher is developing strong and effective partnerships with parents.
- Ensure each Headteacher is developing a thriving sense of school community to include present and past pupils and parents.
- Creating proactive and effective links with the community including other local and regional schools.

Reporting

The Executive Headteacher reports to the Governing Body. The Federation Governing Body, and its Chair in particular, will also work closely with the Executive Headteacher in relation to its responsibilities to act as a 'critical friend' to the Federation. This relationship with the Chair and Governing Body will be key to driving the Federation forward. The Executive Headteacher will keep

the Governing Body fully informed on the progress of the school and will submit termly reports for consideration in addition to supporting visits and developing opportunities for Governors to be informed of each school. The Executive Headteacher will participate in an annual review as part of the agreed appraisal process.

Person Specification

	Essential	Desirable
Qualifications		
Qualified Teacher Status	✓	
National Professional Qualification for Headteachers		✓
Experience		
Track record of success in delivering excellent education in the Primary Sector	✓	
Substantive Experience of being a Headteacher in an inner London school for a minimum of 4 years		✓
Leading others through change	✓	
Setting performance standard & evaluating their success	✓	
Proven success in leading innovation/curriculum across more than one school site		✓
Proven success at leadership and building teams	✓	
A credible knowledge and experience of excellent pedagogy in the Primary Sector	✓	
Managing financial budgets and using resources effectively	✓	
Knowledge & Understanding		
Strategies for developing teaching & improving pupil performance	✓	
Knowledge of the use of data to improve teaching & learning	✓	
Knowledge of current education legislation, national initiatives & strategies	✓	
Thorough understanding of safeguarding policies, statutory requirements and practices	✓	
Ability to actively engage parents/carers from all communities and communicate positively with them	✓	
Skills & Qualities		
Strong communication skills with a range of stakeholders	✓	
Excellent organisation skills and proven ability to prioritise tasks effectively	✓	
Ability to work under pressure with enthusiasm and dynamism	✓	
Commitment to all pupils succeeding	✓	
Proven track record in managing change positively	✓	
Integrity and Commitment to the Nolan principles of public office	✓	