

Principal  
Mr. J. Talbot  
BA (Hons), P.G.C.E., N.P.Q.H.



Burtens Way  
Smith's Wood  
Birmingham  
B36 0SZ

Tel: 0121 779 8050  
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## Smith's Wood Academy: Headteacher Job Description

**Salary:** £80k - £85k

**Line of responsibility:** The headteacher is directly responsible to the school's governing body through the chair of governors.

**Line management:** The successful candidate shall line manage all members of the school's leadership team.

### Job Purpose

The post holder is responsible to the Board of Governors for the overall leadership and management of the school, leading governors and colleagues in the development of strategy, policy and development plans. They will advise on and implement rigorous academic and pastoral policies to ensure that pupils receive the highest standard of education.

### Key responsibilities:

- Inspire, lead, manage and support staff to ensure all pupils progress and achieve the highest academic standards and develop as individuals.
- Ensure the highest possible standards of education through the promotion of effective teaching and learning, a balanced curriculum, the provision of excellent pastoral care and support for students and a rich extra-curricular Programme.
- Lead and direct all members of staff and students, through the direct management of the school's leadership team, ensuring that effective responsibility is delegated through an appropriate management structure, and that the school complies with educational and other relevant legislation, including health and safety
- Responsible for promoting the aims and values of the school and ensure effective communications with all stakeholders, including governors, staff, pupils, parents, the community served by the school, and relevant government agencies.

## CHALLENGE, SUPPORT, PROGRESS

Email: [office@smithswoodpri.solihull.sch.uk](mailto:office@smithswoodpri.solihull.sch.uk) [www.smithswoodpri.solihull.sch.uk](http://www.smithswoodpri.solihull.sch.uk)  
Smith's Wood Primary Academy Limited – a private company limited by guarantee and an exempt Charity  
Registered in England & Wales – Registration number 09065312  
VAT number 189285257

Registered office is situated at Burtens Way, Smith's Wood, Birmingham, B36 0SZ



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- Work effectively with the governing body to ensure the school is governed in an effective way, that governors fully understand how the school is always performing, and they are engaged in helping to improve the school.
- Ensure full knowledge of changes in government policy and wider educational practices
- Be accountable for the effectiveness, efficiency and quality outcomes of all aspects of the school, including financial and human resources, pupil behavior and discipline, educational and support services, and marketing and communications.
- Shape the school's future and ensure that everyone is enabled to contribute effectively to the progress and development of the school.
- Ensure that child protection and the safeguarding of students are always given the highest priority.
- Support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

## Person Specification

The following knowledge and skills are essential in this role, this not an exhaustive list of what personal qualities are required.

## Qualifications and Experience

- Must have a first degree and qualified teacher status
- Held an assistant/deputy/headteacher role in a primary school/academy
- Teaching experience within the designated age group.
- Experience of child-safeguarding issues and successful use of measures that promote and ensure the safe-guarding of children.

## Strategic Leadership

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- Can create a clear vision and sense of direction for a school and is able to align everyone (pupils, parents, staff and Governors) behind it.
- Inspire, challenge, motivate and empower others to attain the highest standards
- Can anticipate, lead and manage change effectively
- Identify and apply effective practice and research evidence to improve outcomes
- Role model the values of the school and ensure everyone else associated with the school does the same
- Experience of achieving stakeholder and community engagement
- Understands the impact of external, community or family factors on learning.
- Has worked strategically with the Governing body

### Leading teaching and learning

- Understands whole school culture of best practice in teaching and learning
- Proven track record of delivering and sustaining high teaching standards to achieve the best possible learning outcomes for all
- Detailed experience of curriculum design and management
- Expertise in behavior and attendance management.
- An ability to engage parents in pupil's teaching and learning
- Can manage and use performance data to deliver improved outcomes.
- Understands the role technology can play in supporting teaching and learning.
- Applies flexible and comprehensive learning opportunities for all pupils

### Leading the School

- Experience of developing and sustaining a safe, secure and healthy school environment.
- Understands how to create a working environment which takes account of workload and work-life balance and enables people to perform at the highest level

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- Can manage the school's financial, human and physical resources.
- Proven track record of effective teacher recruitment, deployment and management of staff to deliver the best possible learning outcomes
- Has working experience of all statutory issues relating to leading and managing a school
- Can manage others within an accountability framework
- Requires innovation and creativity to solve complex problems.

### Leading people

- Experience in performance management and continuous professional development to help sustain school improvement.
- Motivate, develop, empower and sustain individuals and teams
- Foster an open, fair and equitable culture which encourages ideas and contributions from others
- Own the school's performance
- Can build and sustain a learning community within a diverse workforce.
- Listens, reflects and communicates effectively and can provide honest and supportive feedback to improve performance.
- Receives and acts on feedback to build on strengths and improve personal performance.
- Sets very high standards of personal and professional conduct.

### Leading in the community

- Consults, engages and communicates with staff, pupils, parents and carers to enhance pupil's learning.
- Fosters collaboration and partnership working within the school, at home, and with the community and business partnerships.
- Understands the importance of the curriculum beyond the school and provides opportunities to support it
- Engage the community in systematic evaluation of the school's work and act on outcomes.

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