



Job Description

Job Title:	Executive Head (PT 0.6)
Responsible to:	Chair of Rainbow Schools Trust
Scale:	Group 3 School (Salary negotiable for outstanding candidate)

The core purpose of the Executive Head is to provide professional leadership and management for the School. This will promote a secure foundation from which to achieve high standards in all areas of the School's work. To gain this success the Executive Head must establish high quality of education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Executive Head must establish and maintain a culture that promotes excellence, equality and high expectations from staff, pupils and parents.

The Executive Head is the lead professional and is accountable to the Board of Trustees providing vision, collaborative leadership and direction for the school so that it meets its aims and targets.

The Executive Head, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve each School's aims and objectives and for the day-to-day management, organisation and administration of each School.

The Executive Head will secure the commitment of the wider community the school by developing and maintaining effective partnerships with other schools/academies, external agencies supporting children and the LA.

Critical to the role of the Executive Head is working with the Board of Trustees and the senior leadership team to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of Schools' community. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining School improvement and ensuring that School moves forward for the benefit of its pupils.

Specific functions of the role require the Executive Head to

1. Attend meetings and report to the Board of Trustees.
2. Work with Head of School and senior staff to ensure the effective day to day operation of the school.
3. Be the Accountable Officer for the Trust and ensure there is prudence and best value in the way School manages its resources within budget guidelines according to current laws / regulations.
4. Effectively manage the human resources of the school according to authorised personnel policies and procedures that fully conform to current laws and regulations.
5. Play a lead role in ensuring that the Trust values, vision and mission, consistently present a strong, positive image to relevant stakeholders, locally, nationally and globally.

6. Oversee the need to generate income through planning and implementation of income generation strategies, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.
7. Develop relationships with other schools leading to the growth of the Trust
8. Work with the Head of School and senior leadership team to:
 - i. Reflect and share challenges re Leadership and Management issues.
 - ii. Review/evaluate aspects of Organisational Management including HR and staffing structure.
 - iii. Coach and develop leadership at all levels.
 - iv. Liaise with and reporting to the board and or committees of the board.
 - v. Review the Strategic Plan and scrutinise whether the most appropriate organizational goals are being addressed and monitor progress towards them.
 - vi. Ensure that Performance Management processes are effective in driving the school forward and that staff are accountable for the success of its pupils.
 - vii. Develop a culture where pupils and staff feel staff, confident and can attain maximum educational outcomes.
 - viii. Drive a continuous and consistent focus on pupil achievement and progress using robust data to monitor and evaluate effectiveness and holding the Head of School to account for the performance of all pupils in the school.
 - ix. Set high expectations and challenging targets for rapid and sustained improvement whilst establishing creative, responsive and effective approaches to improving teaching and learning.
 - x. Ensure that the curriculum is broad, balanced and implemented effectively in order to meet the needs of pupils.
 - xi. Ensure that that policies and procedures are compliant with legislation.
 - xii. Oversee marketing, public and media relations.
 - xiii. Systems Thinking.

Strategic Leadership

Strategic leadership is the overarching purpose of the Executive Head to ensure that the school is best placed to be forward looking whilst at the cutting edge of educational development.

The Executive Head will know about:

- Local, national and global trends
- Ways to build, communicate and implement a shared vision
- Strategic planning processes
- Strategies for communication both within and beyond a School
- New technologies, their use and impact
- Leading change, creativity and innovation

The Executive Head will be committed to:

- A collaborative vision of excellence and equity that sets high standards for every student
- The setting and achieving of ambitious, challenging goals and targets
- The use of appropriate new technologies
- Inclusion and the ability and right of all to be the best they can be

The Executive Head will be able to:

- Think strategically, build and communicate a coherent vision in a range of compelling ways.
- Inspire, challenge, motivate and empower others to carry the vision forward.
- Model the values and vision of the Trust.

Developing Self and Working with Others

Effective relationships and communication are important as the Executive Head works with and through others to build a professional learning community which enables others to achieve.

The Executive Head will know about:

- The significance of interpersonal relationships, adult learning and models of continuing professional development (CPD)
- Strategies to promote individual and team development
- Building and sustaining a learning community
- The relationship between managing performance, CPD and sustained School improvement
- The impact of change on organisations and individuals

The Executive Head will be committed to:

- Effective working relationships
- Shared leadership
- Effective team working
- Continuing professional development for self and all others within the Trust

The Executive Head will be able to:

- Foster an open, fair, equitable culture and manage conflict
- Develop, empower and sustain individuals and teams
- Collaborate and network with others within and beyond the Trust
- Challenge, influence and motivate others to attain high goals
- Give and receive effective feedback and act to improve personal performance
- Accept support from others

The Executive Head will be someone who:

- Treats people fairly, equitably and with dignity and respect to create and maintain a positive School culture
- Builds a collaborative learning culture and actively engages with schools/academies to build effective learning communities
- Develops and maintains effective strategies and procedures for staff induction, professional development and performance review
- Ensures effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledges the responsibilities and celebrates the achievements of individuals and teams

- Develops and maintains a culture of high expectations for self and for others and takes appropriate action when performance is unsatisfactory
- Regularly reviews own practice, sets personal targets and takes responsibility for own personal development
- Manages own workload and that of others to allow an appropriate work/life balance

Managing the Organisation

The Executive Head needs to ensure the effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self- evaluation. The Executive Head, should ensure that people and resources are organised and managed to provide an efficient, effective and safe learning environment.

The Executive Head will know about:

- Models of organisations and principles of organisational development.
- Principles and models of self-evaluation.
- Principles and practice of earned autonomy.
- Principles and strategies of School improvement.
- Project management for planning and implementing change.
- Policy creation, through consultation and review.
- Informed decision-making.
- Strategic financial planning, budgetary management and principles of best value.
- Performance management.
- Personnel, governance, security and access issues relating to the diverse use of School facilities.
- Legal issues relating to managing a School including Equal Opportunities, Race Relations, Disability, Human Rights and Employment legislation.
- The use of new and emerging technologies to enhance organisational effectiveness.

The Executive Head will be committed to:

- Distributed leadership and management.
- The equitable management of staff and resources.
- The sustaining of personal motivation and that of all staff.
- The developing and sustaining of a safe, secure and healthy School environment.
- Collaborating with others in order to strengthen the school's organisational capacity.

The Executive Head will be able to:

- Establish and sustain appropriate structures and systems.
- Manage Schools efficiently and effectively on a day- to-day basis.
- Delegate management tasks and monitor their implementation.
- Prioritise, plan and organise themselves and others.
- Make professional, managerial and organisational decisions based on informed judgements.
- Think creatively to anticipate and solve problems.

The Executive Head will work with and through other key senior staff to

- Creative an organisational structure which reflects Trust values, and enables the management systems, structures and processes for each school to work effectively in line with legal requirements.
- Producing and implementing clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives.
- Financial and human resources are managed effectively and efficiently to achieve educational goals and priorities.
- Ensure staff are recruited, retained and deployed appropriately and their workload is managed to achieve the vision and goals of the Trust.
- Implement successful performance management processes with all staff.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and to provide value for money.

Securing Accountability

With Trust values at the heart of his/her leadership, the Executive Head has a responsibility to the whole of the school community. In carrying out this responsibility, the Executive Head is accountable to a wide range of groups. The Executive Head is accountable for ensuring that pupils enjoy and benefit from a high-quality education, for promoting collective responsibility within each whole School community and for contributing to the education service more widely. The Executive Head is legally accountable to the Board of Trustees and contractually accountable to the Chief Executive and Board of Trustees for each School, their environment and all their work.

The Executive Head will know about:

- Statutory educational frameworks, including governance.
- Public services policy and accountability frameworks, including self-evaluation and multi-agency working.
- The contribution that education makes to developing, promoting and sustaining a fair and equitable society.
- The use of a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of School life, including challenging poor performance.
- The principles and practice of quality assurance systems, including School review, self-evaluation and performance management Stakeholder and community engagement in, and accountability for, the success and celebration of performance.

The Executive Head will be committed to:

- Principles and practice of School self-evaluation.
- working effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all its pupils.
- Individual, team and whole-school accountability for student learning outcomes.

The Executive Head will be able to:

- Demonstrate political insight and anticipate trends.
- Engage each School community in the systematic and rigorous self-evaluation of the work of that School.
- Collect and use a rich set of data to understand the strengths and weaknesses of the school.
- Combine the outcomes of regular school self-review with external evaluations in order to develop the school further.
- Fulfil commitments arising from contractual and legal accountability.
- Develop an ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the Board of Trustees or any of its committees in providing information, objective advice and support to enable them to meet their responsibilities.
- Develop and present a coherent, understandable and accurate account of school performance to a range of audiences.