

***Role Description – Executive Headteacher and Heads of Schools and School Leads***

Executive Headteacher

Head of Schools

Chacombe and St Loys

Head of Schools

Culworth and Boddington

Academy lead

Academy lead

Academy lead

Academy lead

This is a working document that will be developed and refined once posts offered and accepted.

The role of the Executive Headteacher over four academies will be supported by a management structure of Heads of schools over two and senior teachers within each academy. The Executive head and Heads of schools roles will form the Evolve leadership team. Each role is detailed within this document and should be a reference, should it be needed, for clarification of roles.

**Executive Headteacher function**

As lead over four academies, the Executive Head teacher is ultimately responsible for the outcomes in all areas of Evolve Trust business. These areas of business can be summarized under the following headings:

**Education outcomes**

**Finance, Buildings and Facilities**

**Safeguarding (including H and S)**

**PR and Marketing**

***Christian Education***

* Alongside other stakeholders across the trust, establish a strong, shared Christian vision for the 4 academies.
* Monitor and review the quality of religious education across the trust.
* Ensure that RE leads are sufficiently developed in order to drive the subject forward alongside the requirement of the framework for SIAMS in all 4 academies.

***Education Outcomes***

* Produce a Trust wide **Education Development Plan.**Plan for staff development initiatives within the Trust education development plan. (**With contribution from heads of schools**)
* Establish and regularly review a whole trust curriculum document. (**review annually for any updates/improvements to the curriculum)**
* Develop/review common curriculum policy documentation implement changes in procedure linked to any policy updates.
* Monitor subject leads in their role. **(part of the appraisal system)**
* Performance manage teachers and heads of academies. **(Heads of academies to be included in this monitoring of teachers)**
* Succession plan for the trust. **(design and implement a long term strategy for succession)**
* Report back to the board on educational outcomes. **(Mid and end of year)**
* Report to the diocese on educational outcomes of the trust. (**Annual meeting with the diocesan standards committee)**
* Meet with heads of academies to quality assure standards of teaching and learning.
* Direct the work of the school improvement person in all academies of Evolve trust.
* Set a monitoring timetable and disseminate to all teaching staff in their capacity as leaders of subject areas to be monitored.

***Finance, Building and Facilities***

* Produce a long term (3year) **Finance plan** for the trust in conjunction with the Executive Bursar.
* Approve and sign off significant spends of all 4 academies. **(amount to be decided by MAT finance committee).**
* Monitor the approval of smaller, budgeted expenditure in all 4 academies.
* Manage, through the finance development plan, the condition and improvement of facilities within Evolve Trust and report through land and buildings conditions survey to ESFA.
* Report to the trust board on financial picture of academies. **(twice annually, mid-year and year end)**
* Report to ESFA on financial picture.
* Carry out AO function. \* see AO role description.

***Safeguarding (including Health and Safety)***

* Hold monthly safeguarding review meeting with heads of academies.
* Report SG to the board of directors.
* Develop a SG action plan with the director responsible for SG.
* Develop standardised, trust wide, SG systems.

***Website, PR and Marketing***

* Manage academies’ and trust websites review and development.
* Develop marketing and promotion materials for Evolve.

***Governance***

* Attend governors meetings for the 4 academies.
* Present a report to governors on the 4 academies to contain statutory data on SEN, attendance, PP, data outcomes, trust development plan.

**Head of Schools function**

Head of schools will consist of two full time (or part-time shares if appropriate), non-teaching roles. They will each be responsible for their two academies within Evolve and work together as part of a management team alongside the executive head. They will be directly line managed by the Executive Head.

***Education Outcomes***

* In conjunction with EHT, produce a trust wide **Education Development Plan**.
* In conjunction with the Executive Head, plan for staff training alongside the trust development plan priorities.
* Alongside the Executive head and other head of schools, design/review and implement a curriculum across the trust.
* Monitor the work of subject leaders and standards in teaching and learning through a planned timetable of monitoring and work with the SIP,
* Plan initiatives for the personal development of children through provision over and above the academic. **(Enrichment opportunities for children)**
* Performance manage support staff
* Analyse and report academy outcomes to the Executive head

***Finance***

* Have a working knowledge of relevant academy budgets and an overview of longer terms spending plans for the academies.
* Sign off small expenditure that is part of the regular academies budgets, including the signing of cheques.

***Safeguarding***

* Fulfil the role of DSL (Lead person for safeguarding within the two academies of responsibility).
* Be the academy contact for any open safeguarding cases in conjunction with DDSL **(senior teacher)** within each academy.
* Have a close working knowledge of the SCR and monitor on a regular basis in conjunction with academy administrators. Ensure that this document is viewed and signed twice annually by the Executive head.
* Ensure the implementation of standardized systems for reporting and recordingof SG cases.
* Oversee SCR (sign off twice annually) and ensure that statutory SG and H and S positions (DSL/DDSL/Fire warden/first aiders/safer recruitment) are filled. Ensure that a register of the individuals in these areas is maintained.
* Be safer recruitment trained in order to form part of the appointment panel for support and teaching staff recruitment.

***Websites, PR and Marketing***

* Monitor and work with academy administrators to ensure statutory compliance of the academies websites and ensure that all documentation that should appear, does.
* Monitor academies social media activity to ensure that events are celebrated and academies are maintain a good level of social media visibility.

***Governance***

* Attend governors meetings for the 2 academies.
* Present a report to governors on the 2 academies on ‘academy news’ **(not to contain statutory data on SEN, attendance, PP, data outcomes, trust development plan)**

***Community and Day to Day Leadership***

* Be visible to the Academies’ communities on a day to day basis and at public events
* Bring trust together for enrichment.
* Hold weekly ‘organisational’ meetings to ensure that all staff have a knowledge of school business for the week.

***School lead (day to day)***

School leads will be the people that take responsibility for day to day leadership and direction of staff to ensure the smooth running of the school regardless of the presence or not of the head of school or executive head. An school ethos and team ethic will be established by the day to day school lead.

* Establish and maintain daily routines within the school:
* Morning playground **(gate open and adult responsible for being on the playground)**
* Break time duties and routines Morning and afternoon)
* Lunchtime routines (duties will already be established with lunchtime supervisor role)
* Collective worship timings, rota and routines.
* End of day responsibility rota and routine.
* Meet on a once weekly basis with staff to ensure that relevant information regarding ‘the school week’ is communicated and understood. **(co-ordinate minutes to be sent to all)**
* Ensure that procedures for behavior management and reward run alongside the policy for the school.
* Ensure that social media posts are maintained in line with requirements for the school. **(social media policy).**
* Work with the school administrator to ensure that termly class topic letters go out to parents and are uploaded onto the school website.
* Co-ordinate the planning and running of individual whole school events **(church services, trips, memorable curriculum days in school, comic relief, red nose day etc…..)**