

Sikh Academies Trust

Job Description: Headteacher of Pioneer Secondary Academy

A. Job purpose

The Headteacher is responsible for the education at Pioneer Secondary Academy (PSA) ensuring it is highly successful and Sikh values permeate through the school. It is important that the successful candidate provides high level strategic leadership and management across all aspects of the school. The successful candidate will ensure that the school provides high quality education for all its young people through the effective and efficient use of resources and people.

B. Ethics and Professional Conduct

The Headteacher is expected to demonstrate consistently high standards of principled and professional conduct. The Headteacher is responsible for upholding public trust, civic and system leadership, and must maintain high standards of ethics and behaviour (Nolan Principles). As a Sikh faith-based school, the Headteacher is expected to embody and promote the values of Sikhism.

C. Headteacher Core Responsibilities

The Headteacher's core responsibilities are:

1. Strategic leadership - Values, culture and strategy

- a. Ensure strategic, inspirational, and robust leadership is provided.
- b. Ensure educational standards are raised in the school to guarantee high quality education for all pupils.
- c. Ensure the vision of the school is clearly articulated, shared, understood, and acted upon effectively by all.
- d. Ensure an environment is created where all pupils are able to achieve their potential.
- e. Ensure innovation and challenge in striving for continuous improvement in every part of school life.
- f. Ensure all staff are motivated and resources of the school are managed effectively and efficiently.
- g. Ensure a culture of self-evaluation is established that leads to continuous improvements.
- h. Lead the school in the development and implementation of the School Evaluation Form (SEF) to assess performance and identify areas for improvement.
- i. Ensure you play a pivotal role in formulating and executing the School Development Plan (SDP) to ensure strategic objectives are met and sustained growth is achieved.

- j. Ensure that the Sikh ethos permeates throughout the school, with active support to promote and participate in significant religious celebrations. .
- k. Ensure effective school policies are implemented, complied with, and reviewed regularly.
- l. Ensure the welfare of all pupils is promoted and safeguarded in accordance with DfE guidelines, and ensure that all staff are committed to, and comply with the same procedures.

2. Quality of Education

- a. Secure the current highly ambitious educational outcomes and behavioural standards and ensure that these are sustained over time.
- b. Ensure the highest provision and outcomes for the most disadvantaged and those with special educational needs and disabilities.
- c. Ensure the school sustains a broad, rich and coherent curriculum entitlement for all pupils, supported by effective curricular leadership and delivered through high quality teaching.
- d. Ensure the school develops high quality, expert teaching, built on an understanding of effective teaching and how pupils learn.
- e. Ensure that Sikhism is promoted and valued across the school.
- f. Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- g. Ensure that priority areas for improvement are identified through the SEF and SDP.

3. People strategy

- a. Lead and effectively manage the activities and performance of the Senior Leadership Team.
- b. Enable a people strategy that identifies talent and supports and develops all staff so that their performance is exceptional.
- c. Ensure a culture of diligence and high staff professionalism.
- d. Ensure that the values of Sikhism are upheld by staff.
- e. Ensure staff wellbeing, and that staff retention policies are effective.
- f. Ensure there is a culture of high expectations and accountability for all staff to maintain and enhance effective systems for performance management.
- g. Ensure staff have access to high quality professional development, aligned to support organisational needs.

4. Finance, sustainability and compliance

- a. Work closely with the Executive Headteacher/CEO to direct the schools activities to achieve the most efficient, effective and sustainable provision of education to the highest quality, prioritising and making the most effective use of the resources available.
- b. Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- c. Ensure rigorous approaches to identifying, managing and mitigating risk.
- d. Ensure that the school complies with all statutory requirements, including safeguarding and Health & Safety.

- e. Work in conjunction with the Executive Headteacher/CEO, Trustees and LAB to produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.

5. Accountability and Governance

- a. Maintain effective relationships with the Executive Headteacher/CEO, Trust Board and LAB.
- b. Working alongside the Executive Headteacher/CEO, ensure the Trust Board and LAB receive quality information at meetings.
- c. Ensure and promote a culture of accountability that is recognised and accepted as an essential element of improvement at all levels and across all aspects of the school.
- d. Welcome the role of effective Trust governance, upholding the obligation to be accountable.
- e. Understand the role of relevant regulatory bodies and respond to their requirements.
- f. Ensure positive communications that promote the school and its work, and present the school effectively when dealing with the external agencies.

6. System leadership and civic responsibility

- a. Promote and enable ways in which the school and LAB engage meaningfully with their school communities and are responsive and accountable to them.
- b. Foster and engage in the collective leadership of the sector, building strong local systems to improve the quality of education.
- c. Exert external influence on behalf of the Trust by active engagement with sector organisations, regulators, policy makers, local and national government, industry and other partners.
- d. Give public assurance of high standards of probity.

PERSON SPECIFICATION

The successful candidate will be able to demonstrate the following abilities, knowledge, skills and qualities:

Strategic leadership – Values, culture, and strategy:

1. An exceptional leader with a track record of successfully embedding the values and culture of a school and bringing about tangible improvements to the pupil outcomes.
2. Experience of successfully setting and achieving strategic objectives to drive school improvement.
3. Commitment to a strong, open culture of accountability and integrity. Expertise in creating a safe and continuous growth culture which yields innovation.
4. Strong academic ability demonstrating the ability to understand, analyse and be solution driven.
5. Highly analytical and conceptual thinking with sound judgment.

Quality of Education:

1. The ability and capacity to lead and challenge to secure the best outcomes for pupils.
2. Experience of raising the achievement of disadvantaged and SEND pupils
3. A deep commitment to the education, wellbeing, and safeguarding of children and young people.
4. A deep knowledge of pedagogy (including emerging technologies) and experience of identifying and improving the quality of teaching. A passion for developing staff as teachers and leaders to maximise pupil outcomes.
5. Ability to lead teams that set high standards in the curriculum and provide effective curriculum leadership.
6. Experience of effective change management.

People strategy:

1. Ability to set and drive through high expectations to provide the highest quality of education, care and support.
2. Ability to lead senior leaders so that they perform to high standards and develop others to become exceptional.
3. Understanding of how to create a culture of diligence and high levels of professionalism.
4. Ability to identify and nurture talent so that teachers and leaders are grown.
5. Experience of building and developing relationships at the highest level and retaining leaders and teachers.
6. Ability to make difficult decisions and drive through change successfully with and through people.

Finance, sustainability and compliance

1. The ability to analyse and interpret financial and operational information to bring about change, including an understanding of funding.

2. Ability to maximise effectiveness and efficiency.
3. An understanding of identifying, managing and mitigating risk.
4. A commitment to ensuring compliance across the school including safeguarding and Health and Safety.

Accountability and Governance:

1. Understanding of the requirement to be accountable to the Executive Headteacher/CEO reporting effectively and efficiently on the performance of the school.
2. Ability to design and produce concise reports which facilitate the Executive Headteacher/CEO to make strategic decisions.
3. Experience of creating a culture of accountability which facilitates school improvement
4. Ability to lead successful implementation i.e., delivering the plans of the Trust and measuring the impact.

System leadership and civic responsibility:

1. Strong interpersonal, communication and presentation skills; including warmth and empathy whilst holding others to account.
2. Ability to identify and deploy the right leadership style as required by the context.
3. Ability to read the room, adapt and engage external organisations to the benefit of the school, Trust and the wider community.
4. Personal resilience and tenacity - the ability to see things through and work through challenges.

We Offer You:

- A bespoke package of support.
- A committed and highly supportive Executive Headteacher/CEO.
- Students who are keen to learn and achieve.
- A highly aspirational parent body.
- A supportive trust team.

Terms of appointment

Terms of appointment Sikh Academies Trust is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an enhanced disclosure from the DBS will carry out all checks in line with KCSIE 2023 for all shortlisted applicants.

We welcome your application. Please email k.charles@sikhacademiestrust.com for an informal conversation or to arrange a visit. Completed application forms should be returned to k.charles@sikhacademiestrust.com by the 18th March 2024. Candidates invited for interview will be Interviews will be held in person week beginning 18th March 2024