



BREDON HILL ACADEMY AND THE HILL TRUST

HEADTEACHER / INTERIM CEO - OUTLINE JOB DESCRIPTION 2019

The Headteacher of Bredon Hill Academy and Interim Chief Executive Officer of The Hill Trust (Interim CEO) will take overall responsibility for the leadership, internal organisation, management and control of the Trust and Bredon Hill Academy, hereafter referred to as “the School”. They will undertake their professional duties in accordance with the Articles of Government and the National Curriculum for Headteachers. In addition they will adhere to the policies and requirements of the Board of Directors (BoD) as set out in the Articles of Association and the Scheme of Delegation.

The Headteacher/Interim CEO will be required to perform all duties outlined in the documents above, and particularly to:-

As Interim CEO The Hill Trust:

- Articulate the vision, values and ethos of the Trust and empower and inspire others to share and achieve them.
- To provide challenge and purposeful support to all employees to deliver outstanding performance in all facets of the Trust’s operations.
- As Accounting Officer, to work with the board and be supported by the CFO to grow a value led, sustainable business model, ensuring compliance with all statutory duties.
- Ensure the Trust operates with legislative and regulatory frameworks meeting statutory responsibilities, including Health & Safety, Safeguarding, the requirements of Companies House, Data Protection and the ESFA.

As Headteacher of Bredon Hill Academy:

- Maintain effective use of resources within the school budget.
- Work with the Local Governing Body (LGB) to achieve agreed objectives, and assist and advise the Governors in the exercise of their functions, attending governors’ meetings, and presenting regular reports.
- Maintain and develop the current good standards of teaching and learning at the school, and strive for excellence across the whole school.
- Maintain and further develop the current high standards of achievement in Key Stage 2, and Key stage 3 within the National Curriculum.
- Ensure that the Performance Management Policy is followed rigorously and fairly, and is applied to all staff.
- Maintain continuous self-evaluation of all aspects of the school and regularly update the School Improvement Plan.
- Lead and develop the Leadership and Management Team.
- Address the key issues raised following an OFSTED inspection, or other school inspections or reports, including performance monitoring data.
- Implement the School Improvement Plan ensuring timetables are adhered to.
- Work with the Governing body to plan for the future needs and development of the school.
- Participate in the teaching of pupils at the school with 10% contact time, having regard to the demands of other duties.

- Foster and develop the existing excellent ethos within the school, and maintain and promote the positive links which exist with the educational pyramid, with parents, and the local and wider community.
- Work to maintain the various awards currently held by the school and work towards obtaining other awards as appropriate

This job description is not necessarily a comprehensive definition of the post, and the Headteacher/Interim CEO may be required to undertake such other tasks appropriate to the appointment as may be required.

(The Board of Directors will finalise a full Job Description with the successful candidate.)