



Job Description

Job Title: Executive Headteacher

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Key Responsibilities:

- Executive Headteacher support for designated academies
- Contributing to the MAT Executive Team
- Supporting the CEO and the Executive Team in the strategic development and operation of the MAT schools
- Report to the Executive Team on academy performance, progress and operation dependent upon delegated responsibilities
- Report to the MAT Board and LACs as appropriate
- Play a central role in Ofsted readiness including quality assurance of individual Academies Headteacher Reports (SEF)
- Responsibility for the quality, monitoring and review of the Academy Improvement Plans

Key Contacts: Internal (includes):

- Chief Executive
- Chief Operating Officer
- Executive Directors
- Academy Heads and Heads of School
- Local Academy Councils
- Trustees



Mrs L.A. Gwinnett, Chief Executive Officer

c/o Tarleton Academy, Hesketh Lane, Tarleton, Preston, Lancashire, PR4 6AQ

General Office: 01772 812644 **Email:** enquiries@endeavourlearning.org **www.endeavourlearning.org**

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Purpose:

Executive Principal Responsibility – support for designated academies:

- Ensure that the MAT ethos, principles, policies and procedures are embedded
- To provide enthusiastic, innovative and consistent leadership
- To work positively with the academy communities to ensure the best possible outcomes for students.
- Ensure that each academy is outward looking and fully engages as a member of the MAT fulfilling its partnership and collaboration responsibilities and contributing to shaping the vision and direction of MAT and the wider school led education system
- To take responsibility for the delivery of identified projects across the Academies, the Trust or the Family of Schools.
- To undertake work on behalf of the Chief Executive as required
- Line manage, support and challenge of designated personnel, holding them to account for all aspects of the performance of the academy
- Contribute to budget as appropriate
- Delegate key responsibilities within this section of the job description to the relevant staff and monitor progress
- Work with the MAT Executive Team and the relevant support teams (operations and contracts, HR, Finance, ICT and Estates) as appropriate.

Contribution to MAT Executive Team

- Provide an academy improvement partner service to the academies as appropriate
- Carry out quality assurance activities as and when required including lesson observations
- Deliver CPD programmes e.g. lesson observation training and training to improve teaching and learning etc. if needed
- Oversee and co-ordinate the operation of any relevant Strategic Development Groups
- Contribute to in-depth performance analysis of academies using external data reporting back to the CEO, MAT Board, Trust Boards and Local Academy Councils as appropriate



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- Support the academies in identifying improvement priorities
- Support the academies in the detail of operational activity as appropriate
- Assure the quality of Academy Improvement Plans and HT Reports (SEFs)
- Attend individual Academy Senior Leadership Team/Group Meetings as appropriate
- Support the preparation process for Ofsted inspections across the academies and the Trust
- Contribute to the brokerage and delivery of school to school support programmes and the delivery of the teaching school agenda on behalf of MAT
- Carry out research, development projects and reviews across academies

Strategic development and operation of MAT

- Work with the CEO, the Executive Team and the Boards to provide direction and ambitious vision for MAT
- Work with the Executive Team to develop and deliver the MAT Strategic Plan
- Work with the Executive Team to define, develop and maintain MAT policies and procedures
- Attend MAT Board meetings and other governance related meetings as appropriate
- Support the Executive Team with any new projects including additional academies into the group. and the leadership of school to school support projects
- Any other duties as reasonably requested by the CEO



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