



ENDEAVOUR LEARNING TRUST

The Executive Head Role - overview

The specific duties and responsibilities of the Executive Headteacher would initially be dependent upon the current strengths, experiences and successes they would bring.

Their role would be dependent upon need with the schools in the Trust at any particular time, focusing on a variety of school improvement projects.

Depending upon the successful candidate, this may or may not include being named as the substantive Head in one of the Trust Schools.

They would join the Executive Team and work jointly with the CEO, the Director of Standards and the Director of Student Services on school improvement, with direct line management coming from the CEO.

Given that there is no such thing as a 'typical day' or even a 'typical week', the following is an example of the kind of work that can be expected:

- Contributing to the strategic discussions about the Trust development
- Mentoring the Heads of School
- Monitoring standards
- Working with support services (SLA)
- Sorting out SLA concerns / problems
- Monitoring and review of strategy implementation in academies
- Performance Management for Heads of School
- Day-to-day advice and guidance to Heads of School
- Contributing to OFSTED preparation and documentation
- Brokering internal (from MAT) support and external support
- Developing and reviewing focused improvement plans
- Contributing to responses to national changes and how they should be implemented
- Specific HR cases
- Preparing papers
- Attending meetings and representing the MAT/individual schools as required
- Attending and/or leading team meetings, particularly school based SLT
- Meetings with other individuals to monitor, advise and provide direction
- Advising on specific and difficult problems
- Dealing with escalated difficult cases/parents and complaints
- Assisting with recruitment
- Actively raising the status of the schools/the MAT and contributing to/leading our marketing strategy
- Contributing to the programmes and activities associated with the Teaching School and the SCITT
- Contributing to our work as a National Support School