



Executive Headteacher, Southover Partnership

Job Description

Accountable to: The Chair of Trustees

Contract type: Full time, permanent

Salary: £85-£105k – 52-week contract

The Executive Headteacher will undertake their responsibilities in accordance with the standards set out in the National Headteachers Standards 2020 and all relevant statutory requirements.

Job purpose:

- To lead the Southover Partnership through exceptional strategic and operational management.
- To lead and sustain educational excellence in teaching, learning and pupil outcomes and will be accountable for the effective leadership and operational and administrative management of the Southover Partnership.

Executive Headteacher responsibilities - Southover Partnership:

To lead the Southover Partnership through exceptional strategic and operational management, taking lead accountability for ensuring that the charity:

- Maintains its unique ethos and model and develops its core offer to reflect gold standard SEND education and practice.
- Develops its strategic vision for 2025 and beyond, ensuring that once developed, this is clearly articulated, shared, understood and acted upon effectively by all.
- Provides an outstanding multi-disciplinary offer that supports every student to reach their full potential in all aspects of their development.
- Continuously improves through rigorous self-evaluation and robust professional development.
- Demonstrates the highest level of governance, operational and financial management and compliance in relation both to educational and charity standards.
- Fosters and develops inhouse talent amongst its workforce.



- Looks outwards, so that it is able to respond effectively to the needs of local authorities, partners and other stakeholders and to build meaningful partnerships.

Trustee Board

- To ensure that the Board of Trustees is properly informed on all matters relating to the conduct, curriculum and needs of the School and Southover Outreach Service (SOS).
- To ensure Southover Partnership is compliant with its charitable obligations,
- To develop with the Board of Trustees the appropriate range of management information required by the Board of Trustees to carry out their functions and responsibilities, including suitable performance indicators, appropriate policies and ensuring their implementation.
- In conjunction with the Board of Trustees, to ensure that the Southover Partnership's resources are used efficiently and effectively.
- To assist the Board of Trustees in establishing and implementing the aims and values of the Southover Partnership.
- To ensure the Board of Trustees is given ample opportunity to visit the School and the SOS to meet staff, pupils and parents/carers.
- To ensure that relationships between the Southover Partnership, staff and the Board of Trustees are close and mutually supportive.
- To ensure that the Southover Partnership, the Board of Trustees and the other educational bodies are provided with financial, staffing and management information they each require to perform their role effectively and properly.
- To ensure, in conjunction with the Board of Trustees, that the staffing structure of the Southover Partnership for both teaching and non-teaching staff matches its needs and that appropriate measures are taken for the recruitment, retention and where necessary, redeployment of staff.
- To support the Board of Trustees in its fundraising endeavours.

Executive Headteacher Responsibilities - Schools:

Strategic development

- To work in partnership with the Trustee Board and Senior Leadership teams to develop a trust wide, 5-year, strategic vision and new strategic plan for the School; and lead its implementation.
- To build strong and fruitful partnerships with all key stakeholders including local authorities, parents, donors and local community organisations.



- To be responsible for the internal organisation, operational and financial management and control of the School in accordance with the policies of the Trustee Board and the applicable legal and regulatory frameworks for charitable bodies (Charity Commission, Fundraising Regulator etc.) and School inspectorate expectations (ISI).
- To manage the discharge of all legal and regulatory requirements including safeguarding, health and safety and robust risk management.
- To provide inspirational and values-based leadership to senior leaders, the workforce and Trustees.
- To review, update and implement the School's health and safety and safeguarding policies, ensuring that relevant risk assessments are carried out and that all stakeholders are safeguarded appropriately.

Planning, organisation and management

- To ensure that the Southover Partnership Improvement Plan covers all aspects of the School's and SOS's work and progress is regularly monitored.
- To ensure that the training and development of all staff reflect the Southover Partnership's needs as identified in the Southover Partnership Development Plan.
- To ensure that the processes for staff consultation and participation draw fully on the experience and ability of all staff.
- To set appropriate priorities for expenditure, allocating funds and ensuring effective administration and control in line with the School's policies and School Development Plan.
- To manage, monitor and review the range, quality, quantity and use of all available resources to maximise the quality of education and pupil achievement, ensuring at all times a focus on efficiency and value for money.
- To oversee the preparation of accounts and budgets are up to reasonable standard to ensure proper financial planning and business review.
- To use the School's data systems effectively in order to ensure the best outcomes educationally and financially.

Teaching and Learning

- To ensure that learning is at the centre of strategic planning.
- To establish creative, responsive and effective approaches to learning and teaching.
- To ensure a culture and ethos of challenge and support where all pupils can achieve success and engage in their own learning.



- To ensure the delivery of a broad, balanced and meaningful curriculum that meets the needs of all learners and give them the opportunities for a rich and fulfilling life beyond School.
- To ensure that the School and SOS make appropriate arrangements for progression in the curriculum as pupils move through the School or SOS.
- To ensure that teaching and learning at Southover adheres to the School's policies and practices.

Pupils

- To maintain an effective system for the induction of all new pupils at any stage.
- To maintain effective liaison arrangements with other agencies concerned with the development and welfare of pupils.
- To ensure that pupils make the best possible progress through inspiring and engaging learning opportunities.
- To ensure that pupils' learning is rigorously monitored and assessed and where possible to share this with pupils themselves.

Parents/carers and the community

- To ensure that there are effective methods of consultation with parents/carers and that they are properly informed in all matters relating to the education of their children.
- To ensure that effective procedures are established for dealing with complaints and appeals by parents/carers.
- To maintain and extend effective links with the local communities.

Staff

- To ensure that all staff follow the School's policies and procedures to a high standard.
- To ensure that proper account is taken of our equality duty as laid out in The Equality Act (2010).
- To provide leadership in developing an inclusive environment across the Southover Partnership.



Evaluation, assessment and appraisal

- To ensure that the work of the Southover Partnership is of high quality through a carefully devised system of evaluation involving a process of review, target setting, monitoring and further review.
- To ensure that the Southover Partnership develops and implements effective systems for assessing pupils' progress and achievement.
- To ensure that the Southover Partnership develops an effective system for staff appraisal within the framework set by the DfE.

The Southover Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share the same commitment. The post is subject to an Enhanced Certificate of Disclosure from the Disclosure and Barring Service and a range of other recruitment checks.