

Framwellgate School Durham  
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## **Job Title: Associate Headteacher**

Salary	Leadership L25 – L29 £79,945-£88,166
Contract Type	Associate Role (2 Years) Sept '23 – Aug '25
Reporting To	CEO: Excel Academy Partnership
Direct Reporting	Deputy Headteacher: Pastoral Deputy Headteacher: Quality of Education Deputy Headteacher: Raising Achievement

### **Leadership**

The Associate Headteacher will provide strategic direction and leadership to Framwellgate School Durham, uphold the vision of the school and Trust, and be accountable to the CEO and Trust Board for the quality of teaching, pastoral care, safeguarding, and outcomes for all learners in the school. Specifically, the Associate Headteacher will:

- Fulfil the statutory role of Headteacher in accordance with the Headteachers' Standards
- Demonstrate consistently high standards of principled and professional conduct, upholding the seven principles of public life at all times
- Uphold and communicate the school's vision and values
- Lead by example
- Build relationships rooted in mutual respect, show tolerance and respect for others, and uphold fundamental British values
- Know, understand, and act within the statutory frameworks and guidance relevant to mainstream schools
- Engage critically with educational research and make a positive contribution to the wider education system
- Establish and sustain the school's ethos, vision, values, and strategic direction in partnership with the CEO and those responsible for governance, and through consultation with the school community
- Ensure a culture of professionalism amongst all staff
- Ensure that school policies are updated and reviewed regularly and that these are adhered to by staff and students
- Lead the Deputy Headteachers and senior team to develop and sustain a vision and strategy for:
  - pastoral care which places the behaviour, well-being, and personal development of students at its heart and is strongly aligned to the ethos and values of the school
  - the school's curriculum and teaching to ensure it meets the needs of all students, including those with SEND and those from disadvantaged backgrounds
  - raising achievement which prioritises student outcomes for all groups of students and leads to strong performance against external accountability measures
- Hold line management responsibility and be accountable for the performance of senior and middle leaders
- Be accountable, and report regularly to the CEO, Trust Board and LGB on the quality of teaching, pastoral care, safeguarding and outcomes for all learners in the school, including

on key performance indicators relating to public examinations, attendance, behaviour and safeguarding.

- Ensure that staff are deployed and managed well with due attention paid to workload
- Deploy staffing and resources effectively and efficiently to meet the school's objectives
- Communicate effectively with parents, staff, and the community
- Build effective relationships and networks with local Headteachers, other Trust schools, and local and national organisations (the Local Authority; Schools North-East etc)
- Adhere to all Trust policies and practices

### **Specific Responsibilities**

- Oversight of safeguarding practices and LADO referrals
- Producing and reviewing an annual SEF
- Producing and reviewing an annual School Improvement Plan
- School admissions (including providing information to the LA and attending appeals)
- Suspensions and permanent exclusions
- Appraisal processes (in conjunction with the Deputy Headteacher: Raising Achievement)
- Ofsted
- Signing off trips and visits (Evolve)
- Staff leave of absence (adhering to policy and including monitoring and addressing patterns of staff absence)

### **Other Responsibilities**

- Attend meetings and work with the LGB as appropriate
- Attend meetings and work with central Trust staff, the Executive Group or other schools in the Trust as appropriate
- Appraise senior and middle leaders as appropriate
- Hold the Deputy Headteachers, senior team, and wider staff to account for their performance
- Deal with parental complaints sensitively but robustly

The Associate Headteacher is required to safeguard and promote the wellbeing and welfare of all students in line with the school's safeguarding policies and adhere to the staff code of conduct. This job description is illustrative of the main responsibilities relating to this role and the post-holder may be required to take on other duties as directed by the CEO.