

JOB DESCRIPTION

This job description is based on the Department for Education (DfE), the National Standards for Headteachers, and the Common Core of Skills and Knowledge for the Children's Workforce.

The Headteacher will carry out his/her professional duties in accordance with, and subject to, the National Conditions of Employment for Headteachers, and Education and employment legislation.

The Headteacher is accountable to the Governors for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE may make.

KEY RESPONSIBILITIES

STRATEGIC DIRECTION AND SHAPING THE FUTURE OF THE LEARNING COMMUNITY

Ensuring that the vision of the school is developed and clearly articulated, shared, understood and acted upon effectively by all.

Working within the selective school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.

Demonstrate the vision and values in everyday work and practice.

Motivating and working with others to create a shared culture and positive climate

Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence.

Ensuring that strategic planning takes account of the diversity, values and experience of the school and community at large.

Sustaining and developing effective leadership in co-sponsorship of Christchurch Academy.

TEACHING AND LEARNING

Ensuring a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning resulting in "progress for all"

Ensuring that learning is at the centre of strategic planning and resource management.

Establishing creative, responsive and effective approaches to teaching and learning.

Ensuring a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.

Demonstrating and articulating high expectations and setting stretching targets for the whole school community.

Implementing strategies which secure exemplary standards of behaviour and attendance.

Determining, organising and implementing a diverse, flexible curriculum and implementing an effective assessment framework.

Taking a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students.

Monitoring under performance at all levels and ensuring effective corrective action and follow-up.

Challenging more able students to ensure that they reach their full potential.

DEVELOPING SELF AND WORKING WITH OTHERS

Treating people fairly, equitably and with dignity and respect to create and maintain a positive school culture.

Building a collaborative learning culture within the school and actively engaging with other schools to build effective learning communities.

Developing and maintaining effective strategies and procedures for staff induction, professional development and performance review.

Ensuring effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.

Acknowledging the responsibilities and celebrating the achievements of individuals and teams

Developing and maintaining a culture of high expectations for self and others and taking appropriate action when performance is unsatisfactory.

Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development.

Managing own work load and that of others to allow an appropriate work/life balance.

MANAGING THE ORGANISATION

Creating an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with the legal requirements.

Producing and implementing clear, evidence-based improvement plans and policies for the development of the school and its facilities.

Ensuring that, within an autonomous culture, policies and practices take into account of national and local circumstances, policies and initiatives.

Managing the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.

Recruiting, retaining and deploying staff appropriately and managing their workload to achieve the vision and goals of the school

Implementing successful performance management processes with all staff.

Managing and organising the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

Ensuring that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.

Using and integrating a range of technologies effectively and efficiently to manage the school.

SECURING ACCOUNTABILITY

Fulfilling commitments arising from contractual accountability to the governing body

Developing a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

Ensuring individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.

Working with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.

Developing and presenting a coherent understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.

Reflecting on personal contribution to school achievements and taking account of feedback from others.

STRENGTHENING COMMUNITY

Building a school culture and curriculum which takes account of the richness and diversity of the school's communities.

Creating and promoting positive strategies for challenging racial and other prejudice and dealing with racial harassment.

Ensuring learning experiences for students are linked into and integrated with the wider community.

Ensuring a range of community-based learning experiences is developed and accessed.

Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well being of all students and their families.

Creating and maintaining an effective partnership with parents and carers to support and improve students' achievements and personal development.

Seeking opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.

Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.

Co-operating and working with relevant agencies to protect children.

This Job description is subject to annual review