



HEADTEACHER JOB DESCRIPTION

MAIN PURPOSE OF THE JOB

- To be responsible for the leadership, internal control and management of the school.
- Maintain and help to develop a positive learning environment
- Carry out the duties required of a head-teacher as set out in part ix of the school Teachers Pay and Conditions Document
- To promote and safe-guard the welfare of the children
- To review the performance, raise expectations and work closely with staff, support staff, parents, Governors and the Local Authority
- To support the governing body in shaping the strategic direction of the school

MAIN FUNCTIONS

To shape the future

- Ensure the vision for the school is clearly shared, understood and acted upon effectively by all, including the Christian Ethos
- Work within the 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
- Facilitate the governing body in challenging and supporting the school effectively so that weaknesses are tackled decisively and statutory responsibilities are met, by providing timely and relevant information on:
 - progress against school development plan
 - pupil attainment, progress and achievement and quality of teaching and learning
 - child safeguarding, bullying, exclusions and attendance
 - such other matters as the governing body needs to be informed about in order to be effective
- Motivate and work with others to create a shared culture and positive outlook
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
- Promote an environment of encouragement, support and challenge in order to achieve each child's full potential

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

To lead Teaching and Learning

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's Learning
- Ensure that learning is at the centre of strategic planning and resource Management
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Demonstrate and articulate high expectations and set stretching targets for the whole school community
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework
- Monitor, evaluate and review classroom practice and promote improvement Strategies, take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils
- Challenge underperformance at all levels and ensure effective corrective action and follow up
- Determine and ensure the implementation of a policy for the pastoral care of the pupils while ensuring that the standard of behaviour and attendance of pupils is acceptable

Developing Self and Working with Others

- To treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Continue to strengthen the collaborative learning culture within the school and actively engage with other schools to build effective learning communities
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review
- Ensure effective planning, allocation, support and evaluation of work is undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Report to the Chair of Governors approximately 6 times per year, as well as on appraisals, on the professional development of all teachers at the school and advise the Governing Body on the adoption of effective procedures to deal with issues regarding performance management

- Review own practice at 6 monthly appraisals, set personal targets and take responsibility for own personal development by participating positively in arrangements made for the appraisal of head teacher performance
- Manage own workload and that of others to allow an appropriate work/life balance
- Ensure that trainees and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for Qualified Teacher Status

Managing the Organisation

- Create an organisational structure that reflects the school's values and enable the management systems, structures and process to work effectively in line with legal requirements
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals for the school
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and all health and safety regulations

Securing Accountability

- Develop a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Work with the Governing Body, providing information and accurate accounts of the school's performance to a range of audiences including governors, parents and carers
- Liaise and co-operate with the officers of the Local Authority, reporting as required on the discharge of headteacher functions and seeking advice when necessary

Strengthening Community

- Communicate effectively with parents and carers whilst maintaining a visible, approachable and supportive presence.
- Collaborate with other schools in order to share expertise and bring positive benefits to this school

- Collaborate, at both strategic and operational levels, with parents carers and across multiple agencies for the well-being of all children

The headteacher will undertake any other duties which will from time to time may be required and relevant with the post, as deemed necessary by the Governing Body and Local Authority