

## **Mereworth Community Primary School**

### **Head Teacher Job Description**

The appointment is subject to the School Teachers' Pay and Conditions Document 2009 as it relates to Head Teachers.

**Salary will be within the Group 2 range**

#### **Key Priorities:**

These key priorities are for the next 24 months

- To lead the school to 'Outstanding', building on the very real progress made over the last 4 years
- To work with middle leaders to embed the new curriculum ensuring it is appropriate for all learners
- To develop an assessment system following "assessment after levels" to ensure progress and attainment of all children is accurately tracked
- To review progress and attainment of all groups within the school, demonstrating the impact of strategies
- To ensure teaching and learning across the school is consistently good or better
- To lead the next phase of the school's development, strengthening its collaboration with other local schools
- To work effectively with the school's Governing Body

#### **Core Purpose:**

The core purpose of this role is to provide professional leadership and management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To achieve success, the Head Teacher will:

- Effectively manage teaching and learning
- Promote excellence, equality and high expectations for all pupils
- Provide vision, leadership and direction
- Evaluate school performance and identify priorities for continuous improvement
- Deploy resources to achieve the school's aims
- Carry out day to day management, organisation and administration
- Create a safe and productive learning environment which is engaging and fulfilling for all pupils
- Secure the commitment of the wider community, including other local schools

- Work effectively with the school's Governing Body

### **Key Responsibilities:**

#### ***Strategic Direction and Shaping the Future***

- Develop the existing strategic plan, underpinned by sound financial planning that identifies priorities and targets to ensure pupils achieve high standards and make progress
- Work with the Governing Body to create a shared vision to underpin future strategic plans which will inspire and motivate pupils, staff, parents and the wider community and meet statutory requirements
- Ensure that strategic planning takes account of the diversity, values and experience of the school and local community
- Actively seek to be aware of political, economic, technical and social developments, trends and changes in the medium to long term future that could have an impact on the school

#### ***Learning and Teaching***

- Continue to raise the quality of teaching and learning for pupils' achievements within a successful learning culture
- Ensure a consistent and continuous school wide focus on pupils' achievement using data, benchmarks and feedback to monitor progress in every child's learning
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Assess, monitor and evaluate the quality of teaching standards and learning and the delivery of the curriculum across the board in order to build on success and identify and act on areas of improvement
- Demonstrate and articulate high expectations and set challenging targets for the whole school community

#### ***Organisation - managing systems and resources***

- Provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self evaluation
- Agree and set appropriate priorities for expenditure, allocate funds and ensure systems are in place for the effective administration and control of school budgets

- Manage and oversee accurate and efficient budgeting procedures and the keeping of detailed records, accounts and statements within agreed financial regulations
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities
- Use and integrate a range of technologies effectively and efficiently to manage the school
- Manage and organise the accommodation efficiently and effectively to ensure that all school buildings meet the needs of the curriculum and health and safety regulations

### ***Community***

- Create and maintain effective partnerships with parents and governors to support and improve pupils' achievements and personal development
- Develop effective links with the community to extend the curriculum, enhance teaching and broaden learning opportunities
- Sustain the school's inclusive culture and ethos
- Actively promote the school as a centre of excellence for education and families in the local community
- Continue to strengthen links within both the school and the wider community, taking an active and visible part in school life within and beyond the school day

### ***Leadership***

- Provide inspiration and strong leadership to the teaching team to ensure that the school continues to deliver the highest standards of learning across the board
- Ensure the vision of the school is clearly articulated, understood and acted upon effectively by all
- Lead by example and embody the school's vision and values for the pupils, staff, governors and parents of the school
- Keep staff, parents, governors, the local authority and the local community informed of progress and key developments

### ***Staff Management and development***

- Develop effective relationships and communications which underpin a professional learning community that enables everyone in the school to achieve
- Create an organisational structure that reflects the school's values and enables the management systems, structure and processes to work effectively in line with key priorities

- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Provide opportunities for the growth and continuing professional development of the teaching and support team
- Ensure that all staff receive regular performance reviews and have individual professional development plans to address skills gaps and support career development
- Put in place effective team communication mechanisms to ensure that all staff are involved in the school development plan and kept informed of the key priorities and developments
- Work with governors to recruit and retain a high quality leadership and teaching team and deploy staff effectively in order to improve the quality of education

### *Accountability*

- 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, objective advice and support) to enable it to meet its responsibilities
- Create and develop an organisation in which all staff recognise that they are accountable for the success of the school
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including governors, parents and the local community
- Ensure that parents and pupils are well informed about the school's direction, priorities, curriculum and pupils' attainment and progress
- Combine the outcomes of regular school self evaluation with external evaluations in order to develop the school
- Actively maintain a thorough understanding of the statutory framework for education and the legal framework that underpins school management