

St John's CE Primary School

Headteacher Job Description

NUMBER ON ROLL: 648

PAY RANGE: Group 4 L21 - L27

RESPONSIBLE TO: The Governing Body of the school and the Local Authority

The Headteacher is expected to review performance, raise expectations and work closely with staff, parents, governors and the Local Authority, to continue to lead the school's self-evaluation and to review and implement the school development plan.

Main purpose of the job:

- To be responsible for the leadership, internal organisation, management and control of the school and consult appropriately in so doing
- To actively promote the Christian Ethos of the school and its relationship with the church and diocese
- To act as the lead professional for the school community to implement changes in regulations, strategies and responses to OfSTED
- To promote and safeguard the welfare of children and young persons for whom the school and Governing Body is responsible and those with whom they come into contact
- To monitor spend against the school budget to ensure any over or underspends are identified and timely corrective action taken
- To carry out the duties required of a Headteacher as set out in part six of the School Teachers' Pay and Conditions Document

1. Shaping the Future

- Ensure that the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
- Continue close involvement with St John's Church in order to continue to embed Christian values, building on recent work to define the vision
- Demonstrate the vision and values in everyday work and practice
- Actively promote the spiritual, moral and social development of pupils within the Anglican foundation of the school
- Motivate and work with others to create a shared culture and positive climate

- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
- Ensure that strategic planning takes account of the diversity, values and experience of the school and the community at large

2. Leading Teaching and Learning

- Lead by example, providing inspiration and motivation, and embody for the staff, pupils, Governors and parents, the vision, purpose and leadership of the school
- Nurture the Christian character and culture of the school
- Maintain and develop the school's environment, promoting and securing teaching that is judged to be good or better, effective learning, and high standards of achievement
- Maintain and develop good behaviour and discipline
- 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
- Explore ways to challenge more able pupils to ensure at least good progress based on their high starting points
- Demonstrate and articulate high expectations and set stretching targets for the whole school community
- Maintain a commitment to organise and implement a diverse, flexible and creative curriculum and implement an effective assessment framework
- Further explore ways to bring learning to life to ensure engagement of all learners
- Monitor teaching standards to ensure no lesson is less than good and the majority are outstanding, and evaluate and review classroom practice and promote improvement strategies
- Challenge underperformance at all levels and ensure effective corrective action and follow-up
- Explore planning for learning journeys, to ensure that knowledge, skills and understanding are developed and embedded through a sequence of lessons over time, and encourage the teaching staff with this
- 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 the pupils is excellent
- Continue to develop SIP spotlights each year

3. Developing Self and Working With Others

- Treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities

- Review formal/informal collaboration arrangements with other Tunbridge Wells schools
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review
- Continue to build Senior Leadership Team (SLT) and Middle Leadership Team (MLT) leadership capability, and to revisit roles and responsibilities to ensure effective leading of learning across the school
- Ensure effective planning, allocation, support and evaluation of work 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 annually on the professional development of all teachers at the school and advise the Governing Body on the adoption of effective procedures to deal with incompetent teachers
- Regularly review own practice, set personal targets and take responsibility for own personal development by participating positively in arrangements made for the appraisal of Headteacher performance
- Manage own workload and that of others to allow an appropriate work-life balance

4. 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
- Review SEN provision in light of future changes and budget constraints
- Develop an action plan to mitigate the risk of the school budget going into deficit due to Nationwide funding constraints
- Ensure additional funding for PE and sport is ring-fenced and the outcomes assessed
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals for the school
- Develop good working relationships with the staff ensuring a climate of trust and mutual respect
- Maintain effective performance management processes with all the staff
- 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

5. 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
- Ensure that parents are well informed about the curriculum, their children's attainment and progress and all other matters pertaining to school

6. Strengthening Community

- Engage with the internal and external school community to secure quality and entitlement of provision for all pupils
- Maintain close links with St John's Church
- Actively support St John's PFA (Parents and Friends Association)
- Create and promote positive strategies for dealing with prejudice and securing equality for all, taking into account individuals' protected characteristics where appropriate
- Collaborate with other schools in order to share expertise and bring positive benefits to this school and other cluster schools
- Collaborate, at both strategic and operational levels, with parents, carers and across multiple agencies for the well-being of all children

7. Additionally

- Review and monitor all policies and other school documents that are legally required by the Governing Body
- The Headteacher will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Governing Body and Local Authority

The above criteria have been taken from the National Standards for Headteachers (DFES/0083/2004) and the School Teachers' Pay and Conditions Document (2011). Also included are statements that take account of guidance set out in Safeguarding Children: Safeguarding Children and Safer Recruitment in Education DFES 2007 guidance.

Our school and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Criminal Records Bureau.