

Frittenden CE Primary School



Headteacher Job Description

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

MAIN PURPOSE OF THE ROLE

- To provide leadership, management, internal organisation and control of the school, achieving high standards in all areas of the school's work.
- To maintain and seek to continuously improve the high quality education provided to all pupils via a positive learning environment.
- To continue to lead the school's self-evaluation and to review and implement the school development plan
- To promote and safeguard the welfare of children for whom the school and Governing Body is responsible and those with whom they come into contact
- To review performance, raise expectations and work closely with staff, parents, governors and the Local Authority.
- To actively promote the Christian ethos of the school and its relationship with the Church.
- Carry out the duties of a headteacher as set out in Part ix of the School Teachers' Pay and Conditions Document
- A headteacher willing to maintain a partial teaching commitment would be preferred.

SHAPING THE FUTURE

- Ensure that the vision for the school, including its distinctive Christian character, is clearly shared, understood and acted upon effectively by all.
- Demonstrate the vision and values in everyday work and practice.
- Work with the school community to translate the vision into agreed objectives and plans which will promote and sustain school improvement.
- Motivate and work with others to create a shared culture and positive outlook based on an environment of encouragement, support and challenge where all staff and pupils can achieve their potential in a positive learning environment.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and community.
- Ensure that educational best practice is evaluated and implemented as appropriate.

LEADING 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.
- Develop and implement effective assessment procedures and systems to ensure continuous improvement.
- Ensure that learning is at the heart of strategic planning and resource management.
- Monitor, evaluate and review classroom practice and develop and promote improvement strategies.
- Develop, embody and articulate high expectations and set and monitor stretching targets for the whole school community.
- Create a culture in which effective learning and high standards of achievement and behaviour are promoted and expected.
- Challenge underperformance and ensure that there is effective corrective intervention and follow-up monitoring.
- Determine, organise and implement a diverse, flexible curriculum that reflects the Christian character of the school and implement an effective assessment framework
- 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 acceptable

DEVELOPING SELF AND WORKING WITH OTHERS

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture which is underpinned by its Christian ethos.
- Continue to strengthen the collaborative learning culture within the school and actively engage in further developing links with other schools.
- 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 teams and individuals.
- Report to the Chair of Governors regularly 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.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to promote an appropriate work/life balance

MANAGING THE ORGANISATION

- Develop, motivate and lead a committed staff of teachers, teaching assistants and support staff through effective use of their expertise.
- Create an organisational structure that reflects the school's Christian values, and enables the management systems, structures and processes to work effectively in line with legal requirements.

- Work with the Governing Body and staff to manage the preparation, implementation and monitoring of the school improvement plan.
- 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 and proactively seek further funding opportunities.
- 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 underpinned by Christian values 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

- Engage with the internal and external school community to secure quality and entitlement of provision for all pupils.
- 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.
- Engage with the local church and wider community to build partnerships, share resources, promote collective events and ensure advocacy for children.