



Job Description

NAME: Claremont Primary School POST: Headteacher

RESPONSIBLE TO: The Governing Body

PAY RANGE: Leadership Group 3 (£57,000 – £67,290) with an additional discretionary payment of up to 25% of salary for post holders demonstrating outstanding experience and effectiveness

The criteria set out below are taken from the *National Standards for Headteachers (DFES/0083/2004)* and the *School Teachers Pay and Conditions Document*. Also included are statements that take account of guidance set out in *Safeguarding Children: Safer Recruitment and Selection in Education Settings Guidance (DFES/1568/2005)*.

The Headteacher's overriding responsibility is to ensure that the school community has a clear vision and strategy which is put into practise. To do this, he or she will know every member of the school community, review and improve staff performance, continue to raise expectations and work closely with staff, parents, carers, governors and the local authority.

Main purpose of the job

- Be responsible for the leadership, internal organisation, management and control of the school and consult appropriately with all stakeholders including the Governing Body
- Maintain and develop a positive learning environment based on shared values, respect for all and commitment to an inclusive ethos
- Safeguard the welfare of children and young persons for whom the school and Governing Body are responsible and, also, those with whom they come into contact
- Continue to collaborate with other local schools, through the current operation of the Teaching School and Tunbridge Wells Primary Schools Collaborative Trust, in order to share knowledge, develop skills and share best practise.
- Carry out the duties set out in the relevant sections of the School Teachers' Pay and Conditions Document.

Shaping the future

- Ensure the vision and ethos for the school, including its community character, 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
- Demonstrate the vision and values in everyday work and practice
- 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 wider community
- Promote a positive ethos in which moral behaviour is of a high standard, where staff and children feel valued and are encouraged to take responsibility

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
- 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 challenging targets for the whole school community
- Manage, determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Challenge any underperformance at all levels and ensure effective corrective action and follow-up
- Implement a policy for the pastoral care of the pupils in conjunction with parents and carers while ensuring that the standard of behaviour and attendance of the pupils is good or better
- Be aware of the needs of pupils in transferring to secondary education
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils

Developing self and working with others

- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities, encouraging staff to learn on behalf of others
- Develop and then maintain effective strategies and procedures for staff induction, professional development and performance review
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks, motivation of staff, and devolution of responsibilities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Co-operate with the performance management process for self and staff and report to the Chair of Governors regularly
- Manage own workload and that of others to allow an appropriate work/life balance
- Collaborate, at both strategic and operational levels, with parents, carers and across multiple agencies for the wellbeing of all children

Managing the Organisation

- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities
- Working with the senior and middle management teams, recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals for the school
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities; including taking on a limited teaching role if required
- 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
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed in order to improve the quality of education for all pupils and provide value for money

Securing Accountability

- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Collaborate with the Governing Body on their strategic role and work effectively with them
- 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
- Communicate with stakeholders about pupil progress and well-being
- Ensure the school is robust in its self-evaluation and well-prepared for external scrutiny

Strengthening Community

- Engage with and promote the school's relationship with the community
- Collaborate with other schools in order to share expertise and bring positive benefits to this school and other local schools
- Collaborate with the school's Teaching School Alliance members (TAWKE) and members of the Tunbridge Wells Primary Schools Collaborative Trust
- Collaborate, at both strategic and operational levels, with parents, carers and across multiple agencies for the well-being of all children
- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment and bullying

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 LA as detailed in the National Standards for Headteachers.

Claremont Primary School is committed to safeguarding and promoting the welfare of young children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to an enhanced DBS check.