



## JOB DESCRIPTION

<b>Post Title:</b>	Headteacher
<b>Pay Range:</b>	£47,277 - £53,429 (L10 - L15 on previous scale)
<b>Responsible to:</b>	The Governing Body and Local Authority

The job description is subject to the general conditions of service for a Head Teacher as set out in the current School Teachers Pay and Conditions document.

### PRIMARY PURPOSE OF THE JOB

To be responsible for the leadership, internal organisation, management and control of the school, consulting appropriately in so doing, to establish high quality education for all pupils and achieve high standards in all areas of the school's work.

To promote and safeguard the welfare of children and young people for whom the school and Governing Body is responsible and those with whom they come into contact.

### 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
- 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
- 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

### 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 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
- 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**

- 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
- Develop and 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 and devolution of responsibilities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Report to the Chair of Governors 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 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 enables 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**

- Engage with the internal and external school community to secure equity and entitlement of provision for all pupils
- 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 Head Teacher 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**