

Headteacher

New Road Primary School

Purpose of role

To lead and manage the School, engaging with the local community, the Governing Body, and Medway LA in order to continually improve the outcomes for pupils.

Management and Leadership

- To provide inspirational leadership to the staff to ensure that the pupils achieve their full potential and to be the lead teaching professional
- To develop and maintain policies that provide a framework for excellent teaching and provide a safe and secure environment for pupils and staff and to ensure that all such policies are reviewed periodically by the Governing Body
- To ensure that every child is stretched and challenged to make academic progress and that appropriate and challenging targets are set and met
- To provide the Governing Body with sound data and other information to enable the Governing body to hold the Head to account and to assess the progress of the School
- To be familiar with current best practice in all areas of the curriculum, assessment, monitoring and evaluation throughout the School
- To be responsible for preparing and updating the School Improvement Plan for consideration by the Governing Body, staff, parents and pupils, where appropriate, and to ensure it is an active document
- To develop and maintain effective policies covering all aspects of teaching, discipline, behaviour, curriculum etc.
- To seek opportunities to collaborate with other Schools in order to share best practice and make best use of resources
- To ensure that decisions and actions about pupil attainment and progress are based on sound data

Resources

- To control, allocate and monitor all School financial and material resources
- To ensure that the budget is allocated in accordance with the School Improvement Plan and individual training needs and development targets for staff
- To ensure that all equipment, facilities and the site itself are reasonably safe and that all necessary risk assessments and health and safety checks are undertaken
- To ensure that the School achieves good value for money in its expenditure
- To ensure that all accounting, budgeting, monitoring, and auditing is carried out in accordance with the appropriate modules, guidelines as laid down by the Local Education Authority

Staffing

- To lead the Senior Management Team
- To develop and manage a suitable staffing structure for the School
- To manage policies on pay, performance management, staff development and staff conduct
- To provide opportunities for and to support the continuing development of all staff
- To monitor and support the work of NQTs and Advanced Skills Teachers

Parents and the Community

- To maintain and continually develop good relations with parents and carers, and links with the local community
- To ensure that regular information about the progress of the children is given to parents and guardians
- To be accessible to parents and carers

- To actively promote the School, upholding its reputation and attractiveness to existing and prospective parents

Pupils

- To assist all pupils happily to achieve the School's aims within the School environment
- To ensure that safeguarding policies are rigorously applied so that all children are safe in School and that any safeguarding concerns are acted on promptly
- To ensure that the children are engaged in relevant, appropriate and balanced educational activities of high quality
- To ensure the requirements of the National Curriculum are fully met
- To ensure that pupils individual needs are met
- To set standards for and to monitor the assessment and recording of children's progress
- To implement a curriculum that recognises the importance of social, moral, spiritual and physical development as well as academic achievement.

Governors

- To maintain an effective working relationship with the Governing Body advising and assisting governors in the discharge of their duties
- To report to the Governing Body on all relevant matters affecting the conduct, performance and standards of the School, pupils and staff
- To keep governors fully informed of School events and issues
- To attend all meetings of the Governing Body and appropriate sub-committees of the Governing Body [It is our preference that the Head teacher becomes a Governor]

Statutory requirements

The Head must carry out the requirements and professional duties specified in Part IX Conditions of Employment of Headteachers of the School Teacher's Pay and Conditions Document.