



**Number on roll:** 216

**Pay range:** £53963 to £62521

**Responsible to:** the governing body of the school and the Local Authority

## **Headteacher Job Description**

### **Purpose of the role**

The Headteacher at Aylesham Primary School will provide vision, ambition, leadership and direction by working collaboratively and strategically with our partner school, Vale View Community School. The staff, parents, governors and the Local Authority strive to develop outstanding provision, which will maximise the outcomes enabling every child across the Federation to reach their full potential.

### **Main duties and responsibilities**

- To maintain a good school progressing to outstanding.
- To be the lead professional and positive role model within the school community.
- To be responsible for the leadership, internal organisation, management and control of the school.
- To continue to lead the school's self-evaluation and to review and implement the school development plan.
- To have direct impact in raising aspirations and achievements to the highest level for all children.
- To review performance and ensure that educational best practice is evaluated, shared and implemented.
- To enable a climate in the school which enables all pupils to display exemplary behaviour.
- To promote and safeguard the welfare of our children and young people who the school and Governing Body are responsible for, and those who they come into contact with.
- To carry out the duties required of a Head Teacher as set out in part six of the School Teachers' Pay and Conditions Document.
- To manage own workload and that of others to allow an appropriate work-life balance.

## **Shaping the future**

- Ensure that the vision for the school 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 fulfilling learning environment.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and community.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that educational best practice is evaluated and implemented as appropriate.

## **Leading Teaching and learning**

- Lead by example, drawing on your own scholarship, expertise and skills and that of those around you.
- 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.
- Challenge underperformance and ensure that there is effective corrective intervention and follow-up monitoring.
- 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.
- Monitor teaching standards to ensure no lesson is less than good and the majority are outstanding.

## **Developing self and working with others**

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive

school culture.

- Continue to strengthen the collaborative learning culture within the school and actively engage in further developing links with other schools outside the Federation.
- Maintain effective strategies and procedures for staff induction, professional development and performance review.
- Continue to build leadership capability at all levels, and 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 teams and individuals.
- Hold all staff to account for their professional conduct and practice.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

### **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.
- Develop, motivate and lead a committed staff of teachers, teaching assistants and support staff through effective use of their expertise.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals for the school.
- Ensure that all policies and other documents that are legally required are reviewed and monitored.
- Maintain a good working relationships with all staff and governors ensuring a climate of trust and mutual respect.
- 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.
- Maintain good relations with parents and carers and ensure that they are well informed about the curriculum, their children's attainment and progress and all other matters pertaining to school.

### **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 hub schools.
- Collaborate, at both strategic and operational levels, with parents, carers, our partner school and across multiple agencies for the well-being of all children.
- Strengthen awareness and heighten the profile of the school in the external community using media sources to promote and celebrate the school's achievements, e.g. local newspaper, school's websites, parish newsletter.

### **Additionally**

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 Head Teachers and the School Teachers' Pay and Conditions Document. 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 Disclosure and Barring Service.**