

DRAFT JOB DESCRIPTION – HEADTEACHER

Title: Headteacher
School: King's Farm Primary School
Salary : £58,677 to £67,290

Responsible to the Governing Body

Job Purpose

- Create a shared vision and strategic plan that inspires and motivates pupils, staff, parents and all members of the school community through inspirational leadership and management.
- Effectively manage teaching and learning; implementing appropriate and agreed changes to academic and vocational provision.
- Ensure the best outcomes for pupils, identifying priorities for continuous school improvement.
- Promote excellence, equality and high expectations for pupils and staff.
- Responsible and accountable for the successful development and sustainability of King's Farm Primary School.
- Secure effective day to day management, organisation and administration.
- Ensure a safe and fulfilling learning environment which is engaging and fulfilling for the whole school community.
- Support the school in its current status as a local authority maintained school.
- Carry out general and specific duties as set out by the National School Teachers' Pay and Conditions.
- Lead by example in respect of professional conduct and inter-personal relationships.
- Sustain and develop further a professional community that enables others to achieve through effective relationships and communication.

General

The postholder will need to provide continuity in maintaining excellent teaching and learning throughout the school.

The duties recorded here are to be undertaken in accordance with the provision of the current School Teachers' Pay and Conditions Document.

This job description reflects the key areas identified in the National Standards of Excellence for Headteachers, 2015.

The National Standards of Excellence for Headteachers

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|--------------|------------------------------------|
| Domain One | • Qualities and Knowledge |
| Domain Two | • Pupils & Staff |
| Domain Three | • Systems and Processes |
| Domain Four | • The Self Improving School System |

Key Responsibility Areas

DOMAIN ONE

1. Qualities and Knowledge

- 1.1 Work with the Governing Body to develop a strategic vision for the school, analyse and plan for its future needs and further development within the local, national and international context.
- 1.2 Ensure that the school's vision is clearly articulated, shared, understood and translated into real and effective action by all.
- 1.3 Be strategic and rigorous in delivery working with the Governing Body and Leadership Team to meet the highest standards and ensure the best pupil outcomes, setting challenging goals, continuously improving and adapting to changing circumstances.
- 1.4 Take the lead role in school improvement and the School Evaluation process ensuring a broad and relevant curriculum which embraces innovative approaches to teaching and learning and national initiatives and is at the forefront of best practice to meet the demands of all pupils.

DOMAIN TWO

2. Pupils & Staff

- 2.1 Secure and sustain effective teaching and learning throughout the school, leading the selection, appointment, deployment and management of high-quality staff.
- 2.2 Ensure effective assessment, recording and reporting systems of pupil progress are maintained and underperformance of all pupils is rigorously challenged to drive improvement.
- 2.3 Be strong and unified, with the whole school founded on clarity of purpose, embracing full accountability for achievement, and a "can do", innovative culture that distributes responsibility boldly and celebrates and rewards success.
- 2.4 Motivate and maximise the contribution and confidence of all staff to continuously improve performance, igniting the enthusiasm and ambition of pupils to learn and achieve.

DOMAIN THREE

3. Systems and Processes

- 3.1 Create a culture of challenge, high expectations and support where all pupils can achieve success and be engaged in personalised learning, supported by a curriculum offer appropriate to their individual needs, aspirations and abilities.
- 3.2 Ensure the effective and efficient management and organisation of accommodation to ensure that it meets the needs of the curriculum and health and safety regulations and that all statutory requirements are met in relation to safeguarding and child protection.
- 3.3 Ensure the effective management, monitoring and review of all available resources, improving the quality of education and pupil's achievements, ensuring efficiency, value for money and appropriate priorities for expenditure and allocation of funds.
- 3.4 Prepare coherent and accurate accounts of the school's performance in forms appropriate to a range of audiences, including Governors, the Local Authority, the local community, Ofsted and others to enable them to play their part effectively.

DOMAIN FOUR

4. The Self Improving School System

- 4.1 Build a collaborative learning culture and, with other schools, agencies and partners, continue to build effective learning communities to promote excellence in teaching and learning.
- 4.2 Be outward facing, taking a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils and the pedagogical skills of staff, deploying technological resources effectively and efficiently in order to realise the aims of the School.
- 4.3 Develop and reinforce relationships to maximise and build strong and lasting networks of schools and education providers to support outstanding education for pupils, the highest quality professional learning and sharing of the very best practice.
- 4.4 Develop the school as an asset for the local community, to enable all to benefit from the facilities for education, training, health, fitness and recreational opportunities.

Signed

Signed

Headteacher

Date

Date