

Churchill Church of England (VC) Primary School
Headteacher Job Description

SCHOOL/COLLEGE: Churchill Church of England (VC) Primary School

POST: Headteacher Group 2

NUMBER ON ROLL: 303

PAY RANGE: £52,653 to £62,521

RESPONSIBLE TO: The Governing Body of the school and the Local Authority

Main purpose of the job:

- to be responsible for the leadership, internal organisation, management and control of the school and consult appropriately
- to promote and safeguard the welfare of children and young persons for whom the school and Governing Body is responsible and those with whom they come into contact

The Headteacher is expected to review performance, raise expectations and work closely with staff, parents, governors and the Local Authority, to continue to lead the school's self evaluation and to review and implement the school development plan.

Headteachers are required to carry out the duties set out in part ix of the School Teachers' Pay and Conditions Document.

The Headteacher is responsible to the Governing Body and Local Authority for:

Shaping the Future	<ul style="list-style-type: none">• Ensuring that the strategic vision for the school is clearly articulated, shared, understood and acted upon effectively by all• Working within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement• Demonstrating the vision and values in everyday work and practice• Motivating and working with others to create a shared culture and positive climate• Promoting a positive Christian ethos and identity in which Christian worship is of a high standard, and where staff and children feel valued, and are encouraged to take responsibility• Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence• Ensuring that strategic planning takes account of the diversity, values and experience of the school and the community at large
Leading Teaching and Learning	<ul style="list-style-type: none">• Ensuring a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning• Ensuring that learning is at the centre of strategic planning and resource management• Ensuring a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning• Demonstrating and articulating high expectations and

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	<p>setting aspirational targets for the whole school community</p> <ul style="list-style-type: none">• Determining, organising and implementing a diverse, flexible curriculum and implementing an effective assessment framework• Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies• Challenging underperformance at all levels and ensuring effective corrective action and follow-up• Determining and ensuring 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
Developing Self and Working With Others	<ul style="list-style-type: none">• Treating people fairly, equitably, and with dignity and respect to create and maintain a positive school culture• Building a collaborative learning culture within the school and actively engaging with other schools to build effective learning communities• Developing and maintaining effective strategies and procedures for staff induction, professional development and performance review• Ensuring effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities• Acknowledging the responsibilities and celebrating the achievements of individuals and teams• Reporting to the Chair of Governors annually on the professional development of all teachers at the school and advising the Governing Body on the adoption of effective procedures to deal with incompetent teachers• Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development by participating positively in arrangements made for the appraisal of Headteacher performance• Managing own workload and that of others to allow an appropriate work-life balance
Managing the Organisation	<ul style="list-style-type: none">• Creating an organisational structure that reflects the school's values, and enabling the management systems, structures and process to work effectively in line with legal requirements• Producing and implementing clear, evidence-based improvement plans and policies for the development of the school and its facilities• Managing the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities• Recruiting, retaining and deploying staff appropriately and managing their workload to achieve the vision and goals for the school

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	<ul style="list-style-type: none">• Managing and organising the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and all health and safety regulations
Securing Accountability	<ul style="list-style-type: none">• Developing a school ethos that enables everyone to work collaboratively, sharing knowledge and understanding• Celebrating success and accepting responsibility for outcomes• Ensuring individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation• Working with the Governing Body, providing information and accurate accounts of the school's performance to a range of audiences including governors, parents and carers• Liaising and co-operating with the officers of the Local Authority, reporting as required on the discharge of Headteacher functions and seeking advice when necessary
Christian Ethos	<ul style="list-style-type: none">• Actively promoting the spiritual, moral and social development of the pupils within the Anglican foundation of the school• Supervising, encouraging and personally leading Christian collective worship• Continuing to develop links firstly with St Mary's Church and also with the other churches of Westerham• Nurturing the Christian character and culture of the school
Strengthening Community	<ul style="list-style-type: none">• Engaging with the internal and external school community to secure quality and entitlement of provision for all pupils• Collaborating with other schools in order to share expertise and bring positive benefits to this school and other cluster schools• Collaborating, at both strategic and operational levels, with parents, carers and across multiple agencies for the well-being of all children• Working with governors to further develop community cohesion• 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