

Head teacher Job Description

Together Everyone Achieves More

Role of the Head teacher: To provide effective, dynamic and inspirational leadership to ensure that every child is able to fulfil their potential as academically able good citizens.

Primary Purpose of the job:

1. To lead and manage the school.
2. To ensure the achievement of excellent educational standards.
3. To support the development of children into good citizens.
4. To promote and safeguard the welfare of children.
5. To collaborate with other local schools as part of a Teaching School consortium

Accountable to: The Governing Body

1. Ethos and Vision

- Promote a culture of encouragement, support and challenge in order to achieve each child's full potential and the highest possible educational standards.
- With the support of the Governing Body, staff and Thornhill Trust, the Head teacher will help shape and enact the vision for the School which reflects its social and educational values.
- Ensure this vision is clearly and effectively articulated, shared and understood.
- To be able to translate this vision into agreed objectives and operational plans which promote a continuous cycle of school improvement.
- As a teaching school, collaborate with and support the development of other schools in the Ashford cluster and beyond by developing skills and sharing knowledge and best practice.
- Promote creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that the ethos and practice of the School reflects the principles of the local community.
- Promote positive strategies for challenging prejudices and dealing with harassment and bullying

2. Leadership and Management

- Collaborate with the Governing Body on their strategic role and work effectively with them.
- Appoint, develop, motivate and lead all staff to achieve the highest professional standards.
- Build a collaborative learning culture within the School and actively engage with other primary and secondary schools and other agencies to build effective learning communities.
- Maintain and develop our existing community links.
- Manage change effectively.
- Manage the School finances effectively working closely with the School Business Manager and relevant Governors and proactively seek further funding opportunities.
- Ensure job descriptions and performance management for all staff are based on clear roles and responsibilities, reviewed at least annually and consistent with current conditions of employment.
- Ensure all policies are kept up to date, working closely with teaching staff, the Senior Management Team and the Governing Body.
- Maintain sound procedures for the security, supervision and maintenance of the School environment ensuring that all health and safety regulations are met.
- Manage own personal professional development whilst ensuring the well-being of and a good work/life balance for all personnel.
- Advise the Governing Body as required, forming a pro-active and effective working partnership with them.

- Ensure that all responsibilities delegated by the Governing Body are carried out.
- Ensure the school premises are fit for purpose for current and future needs including site development.
- Undertake other such duties as may be reasonably expected and be relevant and commensurate with the post as detailed in the National Standards for Head teachers

3. Teaching, Learning, Curriculum and Standards

- Demonstrate and articulate high expectations and set challenging targets for the whole school community
- Lead in the design and implementation of a curriculum, which inspires and engages all pupils.
- Ensure a consistent and continuous school-wide focus on pupil assessment and achievement, using appropriate data and benchmarks to set, monitor, track and evaluate individual pupil progress.
- Challenge and remedy under-performance.
- Provide nurturing and attentive pastoral care for all pupils.
- Ensure appropriate provision for those with Special Educational Needs
- Ensure exemplary standards of behaviour and attendance.
- Monitor, evaluate and review classroom practice and promote improvement strategies; aim for outstanding standards of learning and teaching at all times
- Develop and maintain effective strategies and procedures for staff appointment, induction, professional development and performance review
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Ensure the school is robust in its self-evaluation and well-prepared for external scrutiny by OFSTED, KCC and other external agencies.

4. Communication and Consultation

- Build effective relationships with all stakeholders, including parents, the Thornhill Trust and Wye Parish Council through excellent communication and interpersonal skills, taking and providing appropriate advice.
- Act in partnership with the Highworth School, Ashford as teaching school lead supporting the development of other schools within the Ashford Teaching Alliance and beyond.
- Consistently use and develop information systems to ensure exemplary communication links with all stakeholders.
- Co-ordinate the School's work with local secondary schools to ensure smooth transitions and continuity of learning. This includes applying the Kent Secondary School selection procedure and managing this procedure effectively.
- Regularly and effectively communicate the progress of every child's learning to parents and other relevant stakeholders.
- Work with the Governing Body to provide information on all relevant aspects of the School, its progress and intended development.
- Collaborate, at both strategic and operational levels, with parents, carers and across multiple agencies for the well-being of all children.