



Ditton Church of England Junior School Headteacher Job Description

Name: Ditton Church of England Junior School (Voluntary Aided)

Post: Headteacher

Responsible to: The Governing Body of the school and Kent Local Authority

Pay Range: Group 2

The Headteacher will be an inspirational leader with the vision, drive and passion to build upon the school's strengths. They will be expected to review performance, raise expectations and work closely with staff, parents, governors, the Diocese of Rochester and the Local Authority, to continue to lead the school's self-evaluation and review and implement the school development plan.

Main purpose of the job:

- To be responsible for the leadership, internal organisation, management and control of the school and consult appropriately in so doing.
- To promote and safeguard the welfare of children and young persons for whom the school and Governing Body are responsible and those with whom they come into contact.
- The Headteacher is required to carry out the duties as set out in Part 7 of the School Teachers' Pay and Conditions Document.

Your main functions are as follows:

1. Shaping the Future

- Lead by example
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrate the vision and values in everyday work and practice.
- Ensure that the Christian vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Motivate and work with others to create a shared culture and positive climate.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and the community at large.

2. Leading Teaching and Learning

- 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 setting aspirational targets for the whole school community.
- Determine, organise and implement a diverse, flexible curriculum with an effective assessment framework.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.
- 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.

3. Developing Self and Working with Others

- Treat people fairly, equitably, with dignity and respect, further developing our positive school culture which reflects our Christian values.
- Further develop the collaborative learning culture within the school and continue to engage with other schools to build effective learning communities.
- Promote staff participation in continuing professional development
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Identify emerging talents, supporting current and aspiring leaders in an environment where excellence is the standard, leading to clear succession planning.
- Celebrate the achievements of individuals and teams.
- Report to the Governing Body at each Full Governing Body meeting on the professional development of all staff at the school.
- Have and implement effective procedures to deal with incompetency.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.

4. Managing the Organisation

- Create an organisational structure that reflects the school's Christian values, enabling the management systems, structures and processes to work effectively within 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.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals for the school.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, all health and safety regulations and the requirements of robust safeguarding practices.

5. Securing Accountability

- Develop the school Christian 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 all stakeholders.
- 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.

6. Strengthening Community

- Engage with the whole school community to secure quality provision for all.
- Collaborate with other schools in order to share expertise and bring positive benefits to this school and other partnership schools.
- Collaborate, at both strategic and operational levels, with parents, carers and across multiple agencies for the well-being of all children.
- Collaborate with Rochester Board of Education and the local church of St. Peter's, to preserve and develop the school's religious character and in accordance with the principles of the Church of England.

7. Other

- 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.