

Luddenham School

Headteacher - Job Description

Grade: Leadership scale, Group 2 (£46,335 – £63,147)

Responsible to: Governing Body

Purpose of the Job

To be the strategic lead professional at Luddenham School. The Headteacher will provide vision, ambition, leadership and direction at the school, ensuring it is managed and organised by working strategically with all partners and stakeholders to develop outstanding provision, which will transform the educational and future life opportunities of all pupils.

Main duties and responsibilities

- To be the lead professional and positive role model within our community
- To work to an agreed vision that 'Every Child can Achieve', underpinned by clear values which will be evident throughout the school
- To have direct impact in raising achievements to the highest level for all children through uncompromising high ambition
- To lead by example in determining the professional conduct and practice of teachers to the highest standard
- To enable a climate in the school which enables all pupils to display exemplary behaviour
- To be a positive role model in helping others recognise difference and respect cultural diversity within contemporary Britain
- To have ambition and seize opportunities for the school to share good practice and expertise, learning from others beyond its boundaries

Whole school organisation, strategy and development

- Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school.
- Develop, implement and evaluate the school's policies, practices and procedures.
- Teaching as required.
- Lead and manage teaching and learning throughout the school, including ensuring, save in exceptional circumstances, that a teacher is assigned in the school timetable to every class or group of pupils:
 - a) in the first and second key stages, for foundation and other core subjects; and,
 - b) in the preliminary stages.

Health, safety and discipline

- Promote the safety and well-being of pupils and staff.
- Ensure continuing good order and discipline amongst pupils and staff.

Management of staff and resources

- Lead, manage and develop the staff, including appraising and managing performance.
- Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers, including on whether a teacher at the school who applied to be paid on the upper pay range should be paid on that range.
- Organise and deploy resources within the school, being creative and innovative to maximise the use of income and minimising costs to the school.
- Promote harmonious working relationships within the school.
- Maintain relationships with organisations representing teachers and other members of the staff.
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

Professional development

- Promote the participation of staff in relevant continuing professional development.
- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

- Consult and communicate with the governing body, staff, pupils, parents and carers.

Work with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies.