



Job Description - Head Hook Lane Primary School

Pay Range: L19-L24 £63,830 - £71,736

(further Leadership points may be negotiable for an outstanding candidate)

This appointment is subject to the current conditions of employment of head teachers contained in the School Teachers' Pay and Conditions Document, the current Education Act, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government. This job description may be amended at any time following discussion with the Governing Body.

Job Purpose

The effective leadership, management and administration of the School and any extended services;

Ensuring the achievement of the highest possible standards of teaching and learning within the School so that every child is supported in achieving their full potential.

The post holder will be required to undertake the following main duties and responsibilities;

Having responsibility for safe guarding practice and requirements and be accountable for the safety of the children and staff;

Maintaining and building on the high standard of teaching and learning throughout the School by monitoring, encouraging, training and personal example;

Maintaining a broad and balanced curriculum which is up to date, meeting all statutory requirements relevant to all pupils. Ensuring this is sufficiently flexible to accommodate changing needs and the requirement of the National Curriculum whilst also recognising national good practice;

Advising and assisting the Governing Body, attending all meetings and providing such information as is necessary for the effective exercise of the Governing Body's responsibilities;

Implementation of the aims, objectives and development plans approved by the Governing Body;

Ensuring the successful management, deployment and development of teaching and support staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities;

To use appropriate systems of delegation and discipline through the management structure of the School;

Achieving effective communication and liaison with teaching and other staff and their representative organisations;

Monitoring and evaluating the work and organisation of the School with a view to achieving improvements;

Ensuring provision of effective professional staff development and in-service training programmes together with adequate counselling for staff on their responsibilities and careers;

Ensuring that all recruitment follows the current legislation and the procedures outlined in the Safer Recruitment Training.



Supervising and participating in Performance Management under the relevant regulations;

Be committed to developing links/partnerships with other local schools, educational institutions and the wider community, including business and industry, in order to enhance teaching, learning and children's personal development;

Promoting effective systems for the social and pastoral development of pupils and staff.

Ensuring that all policies and systems are implemented so as to achieve equal opportunities for all and that the school is fully inclusive;

Ensure that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement;

Developing and further strengthening existing relationships with pupils, parents, staff, PTA, relevant statutory bodies and the wider community;

Providing efficient and effective management, allocation, control and monitoring of the human, financial and material resources of the School together with the conservation and proper use of School buildings, grounds and equipment;

Work with the Governors establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money;

Fulfilling such other requirements as are included in the conditions of employment of Head Teachers, specified in the current School Teachers' Pay and Conditions Documents.