



# Herne Bay Junior School

## Job Description

**Title of Post:** Headteacher

**Reporting to:** The Governing Body

**Salary:** £59,857 - £69,330

*This job description is subject to the general conditions of service for a Headteacher as set out in the current School Teachers Pay and Conditions Document.*

### **Job Purpose:**

To provide dynamic and professional leadership for the school which secures its success and continued improvement, ensuring high quality education for all its pupils and improved standards of achievement. The Headteacher will plan and operate strategically, building and communicating a coherent vision in a compelling way.

Over the initial period of the appointment, the foremost task of the Headteacher will be to secure outstanding teaching and learning, building on the school's impressive success when inspected in 2016.

Herne Bay Junior School is a member of the Coastal Alliance Co-operative Trust, a collaborative group made up of headteachers, governors and other professionals who work together to meet the educational needs of all children within the communities they serve.

### **Main Duties and Responsibilities:**

#### **1. Strategic direction and development of the school**

*To work with the governing body to develop and embed an ambitious strategic plan for the school. Secure the commitment of parents, staff and the wider community to the vision and direction of the school.*

- 1.1 Create an ethos which secures an outstanding education for all pupils and promotes sustained improvement in their spiritual, moral, cultural, mental and physical development, thereby preparing them for the opportunities, responsibilities and experiences of adult life.
- 1.2 In consultation with the governing body, develop an annual school development plan which will secure continuous improvement, underpinned by sound financial planning and with clear links to the long term strategic plan for the school.
- 1.3 Develop and implement policies, practices and processes that are well considered, effective and fit for purpose, upholding the principles of transparency, integrity and probity. Ensure that policies and practices take account of national, local and school data and inspection findings.



# Herne Bay Junior School

- 1.4 Place learning at the centre of strategic planning and resource management. Ensure the management, finance, organisation and administration of the school is effective and supports the school's vision and aims.
- 1.5 Monitor, evaluate and review the effects of policies, priorities and targets of the school in practice and take action if necessary.
- 1.6 Provide a safe, calm and well-ordered environment for all pupils and staff, focussed on safeguarding pupils and developing their exemplary behaviour in school and in the wider society

## **2. Teaching and learning**

*To work with the governing body to secure and sustain effective teaching and learning throughout the school and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement.*

- 2.1 Secure outstanding teaching through an analytical understanding of how pupils learn and the core features of successful classroom practice and curriculum design. Set ambitious standards for all pupils which aim to overcome disadvantage and advance equality.
- 2.2 Ensure all pupils receive a high quality education through a curriculum that is designed to promote a stimulating style of learning in a safe & healthy school environment. Take account of local and national initiatives and policies relevant to teaching and learning in the delivery of a broad and rich curriculum.
- 2.3 Promote a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- 2.4 Ensure that there is a clear and coherent approach to assessing pupils attainment and progress and that these systems are used effectively to raise achievement in all pupils
- 2.5 Implement strategies which secure high standards of behaviour and attendance.

## **3. Leading and managing staff**

*To lead, motivate, support, challenge and develop staff to secure improvement:*

- 3.1 Create an ethos in which all staff are motivated and supported to develop their own skills and subject knowledge and share best practice.
- 3.2 Instil a strong sense of accountability in staff for the impact of their work on pupil's outcomes. Implement and sustain rigorous, fair and transparent measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice



# Herne Bay Junior School

- 3.3 Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decisions.
- 3.4 Participate in arrangements for headteacher performance management and pursue continuous professional development
- 3.5 Ensure that trainees and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for Qualified Teacher Status, the Career Entry Profile and standards for induction.

## **4. Efficient and effective deployment of staff and resources**

To deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context:

- 4.1 Work with governors and senior colleagues to recruit staff of the highest quality available. Advise the governing body and implement decisions in relation to staffing.
- 4.2 Advise governors on appropriate priorities for expenditure, allocate funds and to ensure effective administration and control.
- 4.3 Manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations.
- 4.4 Undertake responsibilities as defined in the LA's Health and Safety Policy and/or such Health and Safety Policy as the governing body may have determined. Ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially hazardous activity.
- 4.5 Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

## **5. Accountability**

To be accountable for the efficiency and effectiveness of the school to the governors and others, including pupils, parents, staff, local employers and the community:

- 5.1 Engage the school community in the systematic and rigorous self-evaluation of the work of the school. Work closely with the governing body to ensure that effective self-evaluation informs school improvement priorities. Develop an organisation in which all governors and staff recognise that they are accountable for the success of the school.
- 5.2 Provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money.



# Herne Bay Junior School

- 5.3 Report to the governing body on the discharge of the headteacher's delegated functions and the affairs of the school.
- 5.4 Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, governors, the LA, the local community, OFSTED and others, to enable them to play their part effectively.
- 5.5 Ensure that parents and pupils are well-informed about the curriculum, attainment and progress and about the contribution that they can make towards achieving the school's targets for improvement.
- 5.6 To report to the governors annually on the performance management of teachers at the school in relation to the School Teachers Pay and Conditions Document. Provide information about the work and performance of staff where it is relevant to their future employment.

## **6. Strengthening Community**

To engage with the internal and external school community

- 6.1 Build a school culture and curriculum which takes account of the richness and diversity of the school's communities. Create and promote positive strategies for challenging prejudice and inequality.
- 6.2 Ensure learning experiences for pupils are linked into and integrated with the wider community, through a range of community-based learning experiences.
- 6.3 Work in partnership with other agencies in providing for academic, spiritual, moral, social, emotional and cultural well being of pupils and their families.
- 6.4 Seek opportunities to invite parents and carers, community figures, business or other organisations into the school to enhance and enrich the school and its value to the wider community.
- 6.5 Collaborate with other schools and with parents and carers and other agencies for the wellbeing and protection of all children.
- 6.6 Ensure that the school promotes effective links with the local community.

## **Safeguarding Children & Safer Recruitment**

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment