

## **Joydens Wood Junior School (Academy)**

### Head Teacher - Job Description

Grade: Leadership scale: Group 2  
(Fringe) Responsible to: The Governing  
Body

#### **Overall requirements of the Head Teacher role**

As the strategic lead professional at Joydens Wood Junior School, the Head Teacher is responsible for the overall vision, leadership, direction and management of the school and will fulfil the professional responsibilities set out in the contractual framework for teachers laid down in the School Teachers Pay and Conditions Document and within the policies and procedures of the Governing Body. The Headteacher will conduct themselves professionally in accordance with the teachers standards and develop their capability in accordance with the National Standards of Excellence for Headteachers.

#### Key Responsibilities of the Post

- Take the lead role on working with the Governing Body to develop a collaborative school vision, which embraces excellence, high standards and inclusion. Translate the vision into a development plan and implement it successfully
- Secure excellent teaching to achieve high standards of learning and attainment
- Hold all staff to account for their professional conduct and practice
- Ensure inclusion, diversity and access.
- Lead by example to foster an open, transparent and equitable culture.
- To be responsible for the internal organisation, management and control of the school
- Manage finance and resources astutely to maximize their use and value.
- Develop and sustain effective relationships with the Governing Body, and the Chair of Governors in particular, to ensure effective governance of the school, and the discharge of Governing Body responsibilities.
- Build/develop and maintain effective relationships with parents and all members of the school and wider community to enhance the education of all pupils.
- Create an outward-facing school to work with other schools, organisations and partners to champion best practice

#### **Ethos and Vision**

The Head Teacher will:

Promote a culture of encouragement, support and challenge which provides each child the opportunity to achieve their full potential.

Ensure the establishment's vision is clearly and effectively articulated, shared and understood with all stakeholders.

Ensure that national and local priorities feature in the school improvement plan as part of the overall approach to self-evaluation.

Ensure the school profile is maintained and is a feature of the overall approach to self-evaluation and

improvement.

Promote creativity, innovation and the use of appropriate new technologies to achieve excellence.

Ensure that the establishment ethos and relationships lead to continuously improving outcomes for pupils and that parents/carers are engaged in supporting learning.

### **Leadership and Management**

The Head Teacher will:

Develop, motivate and lead all staff to achieve the highest professional standards, promoting and building leadership capacity at all levels.

Build a collaborative learning culture within the establishment and actively engage with appropriate early years, primary and secondary establishments, and partner agencies, to build effective learning communities.

Maintain and enhance existing community links.

Manage change effectively with the continual focus on improving outcomes for children.

Manage the establishment's finances effectively, working closely with relevant staff and governors.

Ensure remits and performance management for all staff are based on clear roles and responsibilities, reviewed at least annually and consistent with current conditions of employment.

Formulate guidance for the establishment through working closely with pupils, teaching staff, the Governing Body and other stakeholders.

Maintain sound procedures for the security, supervision and maintenance of the establishment environment ensuring that all health and safety regulations are met.

Undertake personal professional development and ensure the well being of, and a good work/life balance for all.

### **Learning, Teaching and Curriculum for Excellence**

The Head Teacher will:

Lead in the design and implementation and ongoing monitoring of a curriculum, which inspires, motivates and engages all pupils.

Ensure a consistent and continuous focus on pupil assessment and achievement, using appropriate data and benchmarks to set, monitor, track and evaluate individual pupil progress.

Provide challenge and support to ensure continuously improving learning outcomes for children.

Provide nurturing and attentive pastoral care for all pupils.

Ensure exemplary standards of behaviour and attendance.

Monitor, evaluate and review classroom practice and promote improvement strategies; Promote achievement and celebrate success.

### **Communication and Consultation**

The Head Teacher will:

Build effective relationships with all stakeholders through excellent communication and interpersonal skills, taking and providing appropriate advice.

Consistently use and develop two-way information sharing links with all stakeholders.

Co-ordinate the establishment's work with Joydens Wood Infants School and secondary establishments to ensure smooth transitions and continuity of learning.

Regularly and effectively communicate the progress of every child's learning to parents/carers and others as appropriate.

### **Safeguarding**

Create a safe and caring environment for all pupils and staff by ensuring that the relevant policies are known and adhered to in order to ensure the welfare of our children.

Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behavior in school and in the wider society.

Ensure that child protection and safeguarding of pupils are given high priority at all times.

Ensure the provision of excellent pastoral care and support for pupils.

Provide a rich extra-curricular programme.

Ensure that the needs of disadvantaged pupils and those with special educational needs are provided for in liaison with relevant support services and in consultation with the SENCO.

### **Other considerations**

The Head Teacher will also be required to 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