

St Mary's CE Primary School
Headteacher - Job Description



This job description is based on the new National Standards of Excellence for Headteachers, January 2015.

Name: St Mary's Church of England Primary School (Voluntary Aided)

Post: Headteacher

Salary: Group 2: £51,127 to £63,147

Responsible to: The Governing Body of the School, Kent Local Authority and the Diocese of Canterbury

Purpose of the Job

To be the strategic lead professional at St Mary's CEP School. The Headteacher will provide vision, ambition, leadership and direction. They will ensure the School is effectively managed and organized, work strategically with all partners and stakeholders, and develop outstanding provision for all pupils.

Main duties and responsibilities

1. To work to an agreed vision, underpinned by clear Christian values, which will be evident throughout the School.
2. To ensure that the vision for the school, including its distinctive Christian character is clearly articulated, shared, understood and acted upon effectively by all.
3. To have direct impact in raising achievements to the highest level for all children through uncompromising high ambition.
4. To develop and implement the school's improvement plan, while balancing the long term needs of the school with shorter term priorities
5. To lead by example in determining the professional conduct and practice of teachers to the highest standard.
6. To enable a climate in the School, which enables all pupils to display exemplary behaviour.
7. To be a positive role model in helping others recognise difference and respect cultural diversity within contemporary Britain.
8. To have ambition and seize opportunities for the School to share good practice and expertise, learning from others beyond its boundaries.
9. To actively engage with the local churches and wider community to build partnerships, share resources, promote collective events and ensure advocacy for children and young people.

10. To be accountable to Governors and the Local Authority for the prudent management of the school budget & Voluntary Fund.

Qualities and Knowledge

1. Provide a world-class education for the pupils, and uphold the School's Christian values and purpose.
2. Demonstrate and promote optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors, the local Church and the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around you.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on the School's vision, ably translating KCC and national policy into the schools context.
6. Ensure that the vision for the School and its distinctive Christian character are clearly articulated, shared, understood and acted upon effectively by all.

Pupils and Staff

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality and instil a strong sense of accountability in staff for the impact of their work on pupils' outcomes and progress.
2. Deliver excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design. Implement diverse, rich and broad curriculum opportunities that reflect the Christian character of the School and lead to pupils' well-being.
3. Ensure there is a robust system for monitoring pupil progress individually and by different pupil groups, and that progress is effectively communicated to and acted on by all staff, governors and parents.
4. Establish an educational culture which promotes the sharing of best practice within and with other schools, drawing on and conducting relevant research and robust data analysis.
5. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
6. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
7. Hold all staff to account for their professional conduct and practice.
8. Challenge underperformance at all levels and ensure corrective action and follow up.

9. Promote an educational culture of 'open classrooms' as a basis for sharing best practice within our school and with others, drawing on and conducting relevant research and robust data analysis.
10. Develop a school ethos underpinned by Christian values that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

Systems and Process

1. Ensure that the School's systems, Organisation and processes are efficient, fit for purpose, and reflect the School's Christian values and that they uphold the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in School and in the wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, supporting staff to improve, valuing excellent practice and addressing any under-performance.
4. Welcome strong governance and actively support the governing body to understand its role and deliver its core functions effectively (setting School strategy and holding the Headteacher to account for pupil, staff and financial performance).
5. Exercise strategic, curriculum-led financial planning to ensure the equitable and efficient use of budgets, resources and accommodation, in the best interests of pupils' achievements and the school's sustainability.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
7. Create an organisational structure that reflects the school's Christian values, and enable the management systems, structures and process to work effectively in line with legal requirements.

The Self-Improving School System

1. Create an outward-facing school which works with other schools, the local Church and other organisations to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.

5. Model innovative approaches to improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Safeguarding

1. Responsible for promoting the welfare of all children and young people and overseeing all Child Protection issues across the school.
2. Maintains an organizational culture which is vigilant to, monitors and priorities the safeguarding of children and young people above all considerations.

Promoting equality and Diversity

The School, Diocese and Kent County Council are committed to promoting equality of opportunity, celebrating and valuing diversity, eliminating unlawful discrimination, harassment and victimisation, including cyber or e-bullying and harassment and promoting good relations.

Safer Recruitment

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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/or Local Authority.