

## **Smeeth Community Primary School Job Description**

**POST:** Headteacher

**NUMBER OF ROLL:** 140

**PAY RANGE:** £44,544 - £51,639 (L6-L12)



**RESPONSIBLE TO:** The Governing Body of the School and the CARE Foundation Trust

### **Purpose**

To be the strategic leader at Smeeth Community Primary School, providing vision, leadership, ambition and direction for the school, ensuring it is managed and organised to the highest of standards, working with all partners and stakeholders to develop and grow the school towards outstanding provision of teaching, learning and safeguarding, ensuring the future opportunities for all involved with the school.

The Headteacher is expected to review performance, raise expectations and coach and mentor the staff to raise attainment, work collectively with staff, parents, governors, the foundation Trust and the Local Authority.

### **Key Duties and Responsibilities**

- Responsible for the leadership, internal organisation, management and control of the school, ensuring that all processes are consultative and inclusive.
- Ensure budgets are managed and utilised inline with the needs of the SIP and SEF, look to maintain maximum BCM within the school.
- Promote and safeguard the welfare of children and young persons for whom the school and Governing Body is responsible and those with whom they come into contact.
- Ensure a culture and ethos of challenge and support where all pupils and staff can achieve successes and become engaged in their own learning.
- Motivate and work with others to create a shared culture, positive climate and a common set of values and standards, demonstrating this in everyday work and practice.
- Be a positive role model in helping others recognise difference and respect cultural diversity within contemporary Britain.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and the community at large.

## **Qualities and Knowledge**

- Work within the school community to translate the Smeeth vision and ethos into agreed objectives and operational plans, which will promote and sustain school improvement.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Be positive and optimistic, creating and fostering positive relationships with pupils, staff, parents, governors and the local community.
- Ensure a constant and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.

## **Systems and Process**

- Ensure that teaching and learning is at the centre of strategic planning and resource management.
- 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.
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Monitor, evaluate and review classroom practice and promote improvement strategies, challenging underperformance at all levels and ensure effective corrective action and follow-up
- Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
- Develop a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

## **Pupils and Staff**

- Treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community, building a collaborative learning culture, actively engaging with other schools to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Ensure effective planning, allocation, support and evaluation of work, ensuring clear delegation of tasks and devolution of responsibilities.

- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Regularly review own practice, set personal targets and take responsibility for the own personal development by participating positively in the arrangements made for the appraisal of headteacher performance
- Create an organisational structure that reflects the school's values, and enable the management systems, structures and process to work effectively in line with legal requirements
- Determine and ensure the implementation of a policy for the pastoral care of the pupils while ensuring that the standard of behaviour and attendance of the pupils is acceptable.

### **The Self-Improving School System**

- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals for the school.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and all health and safety regulations.
- Report to Governors annually on the professional development of all staff and advise the governing body on the adoption of effective procedures to deal with underperforming staff.
- Work with the governing body, providing information and accurate accounts of the school's performance to a range of audiences including governors, parents and carers.
- Engage with the wider community to ensure the promotion of community cohesion.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Collaborate with the Foundation Trust schools and other schools in the local area in order to share expertise and bring positive benefits to this and other schools.

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 the Foundation Trust.