

HEADTEACHER JOB DESCRIPTION 2018
Chevening (St Botolph's) CE (V.A.) Primary School

Overall Role of the Headteacher

To provide effective, dynamic and inspirational leadership in order that every child is able to fulfil their true potential.

Role Expectations:

To fulfil the contractual framework and high level responsibilities as set out in Part 7 of the School Teachers Pay and Conditions Document.

To observe the Teachers standards, including personal and professional code of conduct.

To be informed and guided in relation to best practice by the National Standards of Excellence for Headteachers.

Accountable to: Full Governing Body

Primary Purpose of the position

- To provide inspirational leadership and manage the school proactively.
- To ensure achievement of excellent educational standards.
- To promote and safeguard the welfare of children.
- To maintain the Christian ethos of the school.

Ethos and Vision

- Promote a culture of encouragement, support and challenge in order to achieve each child's full potential and the highest possible educational standards.
- With the support of staff, the Governing Body and the Diocese of Rochester, the Headteacher will shape a vision for the School which reflects its strong educational and Christian values.
- Ensure this vision is clearly and effectively articulated, shared and understood by the whole school community. Translate this vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Promote creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that the ethos and practice of the School puts the welfare of the children first.

Leadership and Management

- Develop, motivate and lead all staff to achieve the highest professional standards.
- Maintain a positive learning and coaching culture and celebrate successes.
- Support and develop the collaborative learning culture within the School and actively engage with other primary and secondary schools and other agencies to build effective learning communities.
- Manage change effectively through effective communication.

- Ensure job descriptions and performance management for all staff are based on clear roles and responsibilities, reviewed at least annually and consistent with current conditions of employment.
- Develop the potential and desire in the senior leadership team and staff by encouraging them to challenge and stretch themselves.
- Manage your own professional development whilst ensuring the well-being of and good work/life balance for all personnel.

Teaching, Learning, Curriculum and Standards

- Lead in the design and implementation of a curriculum which inspires and engages all pupils.
- Ensure a consistent and continuous school-wide focus on pupil assessment and achievement, using appropriate data and benchmarks to set, monitor, track and evaluate individual pupil progress.
- Challenge and remedy under-performance.
- 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; aim for outstanding standards of learning and teaching at all times.
- Undertake some classroom teaching as necessary.

Resources and Finance

- Manage the School finances effectively working closely with relevant Governors and proactively seek further funding opportunities as required.
- Maintain sound procedures for the security, supervision and maintenance of the School environment ensuring that all health and safety regulations are met.
- Ensure the school premises are fit for purpose for current and future needs including site development.
- Develop, and where appropriate manage, high quality, affordable extended services.

Communication and Consultation

- Build effective relationships with all stakeholders through excellent communication and interpersonal skills, taking and providing appropriate advice.
- Consistently use and develop information systems to ensure exemplary communication links with all stakeholders.
- Co-ordinate the School's work with pre-school and secondary schools to ensure smooth transitions and continuity of learning. This includes developing an understanding of the Kent Secondary School selection procedure and managing this process effectively.
- Regularly and effectively communicate the progress of every child's learning to the relevant stakeholders.

Governing Body

- Advise the Full Governing Body as required, forming a pro-active and effective working partnership with them.
- Work with the Governing Body to provide information on all relevant aspects of the School, its progress and intended development.
- Ensure that all responsibilities delegated by the Governing Body are carried out.
- Ensure all policies are kept up to date, working closely with staff, and the Full Governing Body, as is appropriate.

Embrace the Local Community

- Maintain and develop our community links.
- Actively support the productive PTA.
- Maintain close links with St Botolph's church and the ministry of those who are active within the school.
- Link with the Parish Council where appropriate.
- Maintain an effective, approachable communication process with parents/carers seeking ways to share information and gain feedback.

The School is committed to valuing diversity and safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Head Teacher will be subject to an enhanced DBS check.

The Headteacher will undertake any other duties which from time to time may be reasonably required and be relevant and commensurate with the post, as deemed necessary by the Governing Body.