



Job Description: Headteacher

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

School: Higham Primary School
Grade: Group 2
Responsible to: Governing Body

Purpose of the Job

To be the strategic lead professional at Higham Primary School. As the Headteacher, you will provide vision, ambition, leadership and direction. You will ensure the School is effectively managed and organised, work strategically with all partners and stakeholders, and develop outstanding provision for all pupils.

Main duties and responsibilities

1. To galvanise an inspiring and passionate teaching community to deliver outstanding outcomes to all of our children.
2. To work with the Governors and senior leadership to further develop and enhance the School's vision.
3. To inspire and lead our children and the wider School community to ensure all of our children achieve their full potential.
4. To have direct impact in raising achievements to the highest level for all children through uncompromising high ambition.
5. To lead the School through natural growth and development while ensuring all children achieve at the highest levels.
6. To lead by example in determining the professional conduct and practice of teachers to the highest standard and 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 promote and safeguard the welfare and learning of children and young people, for whom the School and Governing Body is responsible, and those with whom they come into contact.
10. To be accountable to Governors and the Local Authority for the prudent management of the School budget.

Qualities and Knowledge:

1. Hold and articulate clear values and moral purpose, focused on providing an outstanding education for all pupils.

2. Build positive relationships with pupils, parents, governors and all stakeholders in the School and local community, unlocking the potential of all for lifelong learning.
3. Demonstrate and promote exemplary personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and the local community.
4. Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own experience, expertise and skills, and that of those around you.
5. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
6. 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 School's context.
7. Communicate the School's vision effectively and drive the strategic leadership, empowering all pupils and staff to excel.

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. Secure excellent teaching, enriched curriculum opportunities and enhancing of pupils' well-being through an analytical understanding of how pupils learn; the core features of successful, innovative classroom practice and curriculum design.
3. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
4. Establish an educational culture that promotes the sharing of best practice within and with other schools, drawing on and conducting relevant research and robust data analysis.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice; and develop an environment where all staff support each other and are motivated and supported to develop their own skills and subject knowledge.

Systems and Process:

1. Ensure that the School's systems, organisation and processes are efficient, fit for purpose and are managed with transparency and integrity.
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. 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 rigorous, fair and transparent systems and measures, based on robust data analysis, for managing the performance of all staff, addressing any under-performance, supporting staff to improve and promoting excellent practice.
5. 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).
6. 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.
7. Ensure leadership is shared throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision-making.

The self-improving School system:

1. Create an outward-facing School that works with other schools, the local community 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 organisations to improve academic and social outcomes for all pupils.
3. Employ bold and creative thinking, informed by well-evidenced research, in the best interests of achieving excellence and aspiring to the status of an exemplar School.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. The Headteacher will undertake any other duties that may be required, relevant and commensurate with the post, as deemed necessary by the Governing Body and Local Authority.
7. 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 that is vigilant to, monitors and priorities the safeguarding of children and young people above all considerations.

Promoting Equality and Diversity:

The School 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.