

JOB DESCRIPTION

SCHOOL:	Elham Church of England [Aided] Primary School
POST:	Headteacher
NUMBER ON ROLL:	124
PAY RANGE:	Group 1 [L6 - L18]
RESPONSIBLE TO:	The Governing Body of the school and the Local Authority

The criteria set out below are taken from the *National Standards for Headteachers* (DfES/0083/2004) and the *School Teachers' Pay and Conditions Document* (2004). Also included are statements that take into account guidance set out in *Safeguarding Children: Safer Recruitment and Selection on Education Settings Guidance* (DfES/1568/2005).

The headteacher is expected to review performance, raise expectations and work closely with staff, parents, governors and the Local Authority, to continue to lead the school's self evaluation and to review and implement the school improvement plan.

Main purpose of the job:

- To be responsible for the leadership, internal organisation, management and control of the school and consult appropriately in so doing
- To 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

Headteachers are required to carry out the duties set out in part ix of the School Teachers' Pay and Conditions Document.

1 SHAPING THE FUTURE

- i Ensure that the vision for the school, including its distinctive Christian character is clearly articulated, shared, understood and acted upon effectively by all
- ii Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
- iii Demonstrate the vision and values in everyday work and practice
- iv Motivate and work with others to create a shared culture and positive climate
- v Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
- vi Ensure that strategic planning takes account of the diversity, values and experience of the school and the community at large

2 LEADING TEACHING AND LEARNING

- i Ensure a constant and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning
- ii Ensure that learning is at the centre of strategic planning and resource management
- iii Ensure a culture and ethos of challenge and support where all pupils can achieve successes and become engaged in their own learning
- iv Demonstrate and articulate high expectations and set stretching targets for the whole school community
- v Determine, organise and implement a diverse, flexible curriculum that reflects the Christian character of the school and implement an effective assessment framework
- vi Monitor, evaluate and review classroom practice and promote improvement strategies
- vii Challenge underperformance at all levels and ensure effective corrective action and follow-up
- viii 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

3 DEVELOPING SELF AND WORKING WITH OTHERS

- i Treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture which is underpinned by its Christian ethos
- ii Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities
- iii Develop and maintain effective strategies and procedures for staff induction, professional development and performance review
- iv Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- v Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- vi Report to the Chair of Governors annually on the professional development of all teachers at the schools and advise the governing body on the adoption of effective procedures to deal with underperforming teachers
- vii 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
- viii Manage own workload and that of others to allow an appropriate work/life balance

4 MANAGING THE ORGANISATION

- i 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
- ii Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities
- iii manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities
- iv Recruit, retain and deploy staff appropriately and manage their workload to

- achieve the vision and goals for the school
- v 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

5 SECURING ACCOUNTABILITY

- i 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
- ii Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- iii 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
- iv Liaise and co-operate with the officers of the Local Authority and the Diocese, reporting as required on the discharge of headteacher functions and seeking advice when necessary

6 STRENGTHENING COMMUNITY

- i Engage with the local church and wider community to ensure the promotion of community cohesion
- ii Collaborate with other schools in order to share expertise and bring positive benefits to this schools and other schools
- iii Collaborate, at both strategic and operational levels, with parents, carers and across multiple agencies for the well-being of all children

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 Local Authority