



Riverside
A Sure Start Children's Centre

HEADTEACHER JOB DESCRIPTION

The postholder shall carry out the requirements and professional duties specified in Part IX Conditions of Employment of Headteachers of the School Teacher's Pay and Conditions Document, which should be read in conjunction with this job description.

MAIN OBJECTIVE

To be responsible for the internal management and control of the School and children's centre (hereafter known as "the School"), consulting, when appropriate, with the Local Authority, Governing Body, staff and parents.

To provide leadership and professional expertise in leading and directing the School in all aspects of teaching and local management, including motivation of staff, monitoring standards, control of expenditure and administration, so that, in partnership with the staff and Governing Body the School may be managed effectively, efficiently and enthusiastically.

MAIN RESPONSIBILITIES

Management and Leadership

- To manage the School professionally and effectively, and lead the promotion of initiatives to continue the School's success
- To develop the School, staff and pupils to their full potential, through forward thinking, inspiration, initiative, motivation and where appropriate delegation

- To ensure that every child is stretched and challenged to make academic progress and that appropriate and challenging targets are set and met
- To comply with policies and other statutory requirements and maintain the regular re-evaluation cycle
- To identify, manage and co-ordinate any major tasks within the School
- To be familiar with current good practice in all areas of the curriculum, assessment, monitoring and evaluation throughout the School
- To be responsible for preparing and updating the School Improvement/Development Plan in consultation with the Governing Body, staff, parents and pupils, where appropriate, and to ensure it is an active document
- To ensure that the School has effective policies covering all aspects of teaching, discipline, behaviour, curriculum etc. and that all such policies are reviewed annually in conjunction with the Governing Body

Finance

- In partnership with the Governing Body, control, allocate and monitor all School financial and material resources
- In partnership with the governing body ensure that the budget is allocated in accordance with the School Improvement Plan and individual training needs and development targets for staff
- To manage effectively the resources of the School, including time, finance, people, equipment, facilities and site
- To recognise financial opportunities to the School's best advantage
- In conjunction with the Governing Body, ensure that all accounts, budgets, finances, monitoring, auditing etc. is carried out in accordance with the appropriate modules, guidelines as laid down by the Local Education Authority

Staffing

- Organise the selection and appointment of all teaching and non-teaching staff
- To lead the Senior Management Team

- Ensure the implementation of appropriate policies on performance management and staff development
- Promote and support the continuing development of all staff
- To serve as the first point of contact in connection with staff pay, discipline and grievance procedures
- To monitor and support the work of NQTs and Advanced Skills Teachers

Parents and the Community

- To maintain and continually develop good relations with parents and carers, and links with the local community
- To ensure that regular information about the progress of the children is given to parents and guardians
- To assist and encourage the School's Fund Raising Group
- To actively promote the School, upholding its reputation and attractiveness to existing and prospective parents

Pupils

- To assist all pupils happily to achieve the School's aims within the School environment
- To have overall responsibility for ensuring that the children are engaged in relevant, appropriate and balanced educational activities of high quality
- To ensure that all pupils enjoy an "Inclusive Education" in line with the requirements of the National Curriculum
- To ensure that pupils individual needs are met and their achievement is commensurate with their ability
- To monitor the assessment and recording of children's progress
- To recognise the importance of social, moral, spiritual and physical development as well as academic achievement and 'Every Child Matters'.

Governors

- To maintain an effective working relationship with the Governing Body advising and assisting governors in the discharge of their duties
- To report to the Governing Body on all relevant matters affecting the conduct, performance and standards of the School, pupils and staff
- To keep governors fully informed of School events and issues
- As required by the Governing Body, to attend all meetings of the Governing Body and the various sub-committees of the Governing Body