

Headteacher Job Description



Name: Capel Primary School
Post: Headteacher
Responsible to: The Governing Body of the school and Kent Local Authority
Pay Range: Individual Scale Range Group 2 (L11 – L17) depending on experience

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 review and implement the school development 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 pupils for whom the school and Governing Body are responsible and those with whom they come into contact.

The Headteacher is required to carry out the duties as set out in Part ix of the School Teachers' Pay and Conditions Document.

Your main functions are as follows:

1. Shaping the Future

- 1.1. Ensure that the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- 1.2. Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
- 1.3. Demonstrate the vision and values in everyday work and practice
- 1.4. Motivate and work with others to create a shared culture and positive climate
- 1.5. Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
- 1.6. Ensure that strategic planning takes account of the diversity, values and experience of the school and the community at large
- 1.7. To maintain and develop effective communication and relationships so that pupils, staff, parents and governors are able to reach informed decisions and make a full contribution to the school.
- 1.8. To maintain and improve the quality of the facilities and provisions of the school.

2. Leading Teaching and Learning

- 2.1. Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning
- 2.2. Ensure that learning is at the centre of strategic planning and resource management
- 2.3. Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- 2.4. Demonstrate and articulate high expectations setting aspirational targets for the whole school community
- 2.5. Determine, organise and implement a diverse, flexible curriculum with an effective assessment framework
- 2.6. Monitor, evaluate and review classroom practice and promote improvement strategies
- 2.7. Challenge underperformance at all levels and ensure effective corrective action and follow-up
- 2.8. Determine and ensure the implementation of a policy for the pastoral care of the pupils, ensuring an acceptable standard of behaviour and attendance of pupils

3. Developing Self and Working with Others

- 3.1. Treat people fairly, equitably, with dignity and respect, further developing our positive school culture

- 3.2. Further develop the collaborative learning culture within the school and continue to engage with other schools to build effective learning communities
- 3.3. Develop and maintain effective strategies and procedures for staff induction, professional development and performance review
- 3.4. Build and lead effective teams with SMT, staff, governors, parents and external partners
- 3.5. Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- 3.6. Celebrate the achievements of individuals and teams
- 3.7. Report to the Governing Body at each Learning & Development Team meeting on the professional development of all staff at the school.
- 3.8. Have and implement effective procedures to deal with incompetency.
- 3.9. Regularly review own practice, set personal targets and take responsibility for own personal development.
- 3.10. Manage own workload and that of others to allow an appropriate work/life balance

4. Managing the Organisation

- 4.1. Create an organisational structure that reflects the school's values, enabling the management systems, structures and processes to work effectively within legal requirements
- 4.2. Produce and implement clear evidence-based improvement plans and policies for the development of the school and its facilities
- 4.3. Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities
- 4.4. Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals for the school
- 4.5. Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, all health and safety regulations ensuring robust safeguarding practices

5. Securing Accountability

- 5.1. Develop a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- 5.2. Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- 5.3. Work with the Governing Body, providing information and accurate accounts of the school's performance to all stakeholders
- 5.4. Liaise and co-operate with the officers of Local Authority, reporting as required on the discharge of headteacher functions and seeking advice when necessary

6. Strengthening Community

- 6.1. Engage with the whole school community to secure quality provision for all
- 6.2. Collaborate with other schools in order to share expertise and bring positive benefits to this school and other partnership schools
- 6.3. Collaborate, at both strategic and operational levels, with parents, carers and across multiple agencies for the well-being of all children
- 6.4. Working with governors to further develop community cohesion
- 6.5. Maintain and develop relations with the wider community of Capel Parish.

7. Other

- 7.1. 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

This job description is subject to regular review.