

## Headteacher



## Job Description

**Salary/Grade:** Group 4 – L14-L27

**Responsible to:** Trust Leader

### Purpose of the Job

The headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the Trust Leader and through consultation with the school community
- Identify problems and barriers to school effectiveness, and establish and oversee systems, processes and policies, as appropriate, to enable the school to operate effectively
- Develop strategies for school improvement that are realistic, timely and suited to the school's context, ensuring these strategies are implemented effectively
- Monitor progress towards achieving the school's overall aims and objectives
- Allocate financial resources appropriately, efficiently and effectively
- Work within the Trust Executive Leadership Team to support the Trust Leader and facilitate the achievement of the trust's educational and strategic goals

### Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

### Duties and responsibilities

The duties and responsibilities below are written in line with the new Headteacher Standards 2020. They highlight the key expectations of headteachers and reflect the role models and lead professionals that they are. The Headteacher will:

#### *School culture and behaviour*

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism, within which the trust's ethos, values and vision are shared and lived
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

### *Teaching, curriculum and assessment*

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

### *Additional and special educational needs (SEN) and disabilities*

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Ensure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

### *Managing the school*

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload and wellbeing
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Work with both trust staff and local governors to achieve effective financial and resource management to enable the school to achieve its educational priorities
- Understand effective budget planning and resource deployment taking due regard to achieving best value

### *Professional development*

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

### *Governance, accountability and working in partnership*

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by the Members/Trustees.

**We are committed to equality throughout our organisation. We are also committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.**

Post holder: ..... Signed: .....

Date: .....

Reviewed: November 2022

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.