**JOB DESCRIPTION**

**St Peters Infant School**

**Medway Council**

**Job Description**

**Job Title: Headteacher**

**PURPOSE OF THE POST**

To provide a professional vision and leadership for the school, which secures its success and improvement; whilst ensuring high quality education for all its pupils and improved standards of learning and achievement.

The professional duties of the Headteacher are contained in the School Teacher’s Pay and Conditions Document and the key areas of Headship are contained in the DfE National Standards for Headteacher’s.

**POLICY FRAMEWORK AND REQUIREMENTS**

A Headteacher shall carry out his/her professional duties in accordance with and subject to:

* The School Teacher’s Pay and Conditions Document.
* The provisions of the Education Acts.
* Any orders and regulations having effect thereunder.
* The instrument of government of the school of which she/he is Headteacher.
* Due regard to the DfE Standards for Teachers and Headteachers

A Headteacher shall carry out such duties in accordance with and subject to the following:

* Any rules, regulations or policies laid down by the Governing Body under their powers.
* Any rules, regulations or policies laid down by the authority with respect to matters for which the Governing Body is not so responsible.
* Any rules, regulations or policies laid down by his/her employers and the terms of his/her employment.
* To comply with policies and other statutory requirements and maintain the regular re-evaluation cycle.
* To be familiar with current good practice in all areas of the curriculum, assessment, monitoring and evaluation throughout the school.

**SAFEGUARDING**

* To take a lead role in the following: Designated Looked After Children’s Teacher and Designated Safeguarding Lead undertaking all necessary duties these posts carry.
* Safeguarding and promoting the welfare of children and young persons she/he is responsible for or comes into contact with.

**MAIN RESPONSIBILITIES**

* In carrying out his/her duties, a Headteacher shall consult where appropriate, with the authority, the Governing Body, the staff of the school, the parents of its pupils, the pupils themselves and the local community.
* 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.

**PROFESSIONAL DUTIES**

The professional duties of a Headteacher shall include:

* School aims: Formulating the overall aims and objectives of the school and policies for their implementation.
* Strategic direction and development of the school: Leading by example, providing educational vision and direction to secure the strong and passionate commitment of staff, parents/carers and pupils.
* 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.

**STAFF**

* Leading the selection and appointment of the teaching and non-teaching staff of the school.
* To lead the Senior Leadership 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 ECTs and Advanced Skills Teacher’s.

**MANAGEMENT OF STAFF**

* Deploying and managing all teaching and non-teaching staff of the school. Allocating duties to them (including such duties of the Headteacher as may be properly delegated to a deputy Headteacher, assistant Headteacher or other member of staff) in a manner consistent with their conditions of employment, maintaining a reasonable balance for each teacher between work carried out in school and work carried out elsewhere.
* To identify, manage and co-ordinate any major tasks within the school.
* Ensuring that the duty of providing cover for absent teachers is sought.
* Ensuring that teachers at the school receive the information, they need to carry out their professional duties effectively.
* Ensure that all staff are aware of current educational developments and are kept up to date through an ongoing programme of continuous professional development.
* Leading, motivating, supporting, challenging and developing staff at all levels, in order to secure and sustain continuous improvement and staff well-being and to be committed to personal continuing professional development.
* Supporting the middle and senior leadership of the school, to build capacity recognise existing talents and encourage delegation.
* Challenge all underperformance at all levels and put in place effective procedures to deal with underperforming staff.
* Provide information, references and testimonials about the work and performance of staff employed at the school, with due regard to the principles of equal opportunities, where such information is relevant to their future employment.
* Provide information about the work and performance of the staff employed at the school where this is relevant to their future employment.

**LIAISON WITH STAFF UNIONS AND ASSOCIATIONS**

* Maintaining relationships with organisations representing teacher’s and other persons on the staff of the school.

**CURRICULUM**

* Determining, organising and implementing a broad and balances curriculum for the school.

**PUPIL PROGRESS**

* To ensure that every child is stretched and challenged, to make academic progress and that appropriate and challenging targets are set and met.
* Ensure that the progress of pupils is monitored and recorded.
* Ensure that continuing effective systems of planning, assessment, recording and reporting, using data and benchmarks to monitor attainment and progress for every child’s learning is in place.
* Use data to continuously support and improve standards.

**PASTORAL CARE**

* Ensure that the health and well-being of all children and staff is encouraged through a nurturing environment.

**INCLUSION AND SPECIAL EDUCATIONAL NEEDS and / or DISABILITIES**

* Promoting equality and inclusion in all aspects of school life.
* Ensuring that the requirements of the Code of Practice are met.
* Ensuring that improvements in the curriculum are a priority for all pupils including those identified as disadvantaged, with SEND or other.

**DISCIPLINE**

* Ensure that proper standards of behaviour are implemented.
* Ensure the maintenance of good order and discipline at all times during the school day, when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities.

**PARENTS AND THE COMMUNITY**

* Promoting the role of the school as a centre of excellence, developing networks and good relations with other local services, enabling the dissemination of good practice, the sharing of resources and working in partnership with parents/carers and 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 Home and School Association (PTA).
* To actively promote the school, upholding its reputation and attractiveness to existing and prospective parents.
* Maintain liaison with other schools and education establishments with which the school has a relationship.

**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.

**REVIEW**

* Ensure that all aspects of school performance are monitored and evaluated in a robust manner.
* Maintain a record of self-evaluation and areas for improvement, and of progress made in respect of these.
* Evaluate the standards of teaching and learning / quality of education in the school, ensuring that proper standards of professional performance are established and maintained.

**APPRAISAL, TRAINING, DEVELOPMENT AND INDUCTION OF STAFF**

* Supervise and participate in the arrangements for the appraisal of the performance of teachers in the school.
* Participate in the arrangements made for the appraisal of his/her performance as a Headteacher, and that of the other staff who are the responsibility of the same appraising body in accordance with such regulations.
* Participating in the identification of areas in which she/he would benefit from further training and undergoing such training.
* Ensuring that all staff in the school have access to advice and training appropriate to their needs, in accordance with the policies of the maintaining authority and Governing Body.
* Ensure that newly qualified teachers and those returning to teaching after a break in service have access to adequate support in their first year of service or resumed service.
* Being responsible for the supervision and training of teachers during their induction periods in accordance with the Induction Regulations, and making the recommendation at the end of such induction periods as to whether such teachers have met the prescribed induction standards as required by those regulations.

**FINANCE**

* In partnership with the Governing Body, control, allocate and monitor all school and Wrap Around Care / after / before activities 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.

**PUPILS**

* To assist and enable all pupils’ 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.

This job description is subject to review by the Headteacher’s Performance Review Panel in consultation with the post holder as appropriate to the changing needs of the school.

Signed:

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| Date: | Date: |

**PERSON SPECIFICATION**

**TRAINING & QUALIFICATIONS:**

* Qualified teacher with QTS.
* NPQH or a commitment to achieving this.
* Safeguarding training.

**EXPERIENCE:**

The candidate should show evidence of:

* Successful strategic leadership as Head, Head of School, Acting Head or Deputy.
* Leading, implementing, and reviewing school improvement priorities.
* Ambition for the achievement of all children.
* Leading, managing, and challenging performance to ensure a high quality of education.
* Leading curriculum review and implementation across key stages.
* Analysing performance data and target setting.
* Further professional development including leadership and management training.
* Efficient and effective management of budgets.

**SKILLS AND ABILITIES TO:**

* Improve practice so that staff have consistently high expectations of themselves, in order to secure high standards of achievement for all pupils.
* Promote a welcoming, inclusive and effective learning environment.
* Promote high expectations of behaviour for all pupils built upon positive relationships, high aspiration and essentially, an engaging, exciting, relevant curriculum.

**KNOWLEDGE AND UNDERSTANDING:**

* Understanding and knowledge of effective school governance, and the accountability of senior leadership to the governing body.
* Knowledge of education, pedagogy and the importance of evidence-based practice.
* Show awareness of the government White Paper.

**QUALITIES AND CHARACTERISITICS:**

* Excellent interpersonal skills.
* Reflective leader of teams.
* Caring and respectful.
* Fully committed to professional development and providing a model of this within own leadership practice.
* Committed to inclusion, including promoting good mental health and wellbeing of all stakeholders.