



# Job Description

## Headteacher

### East Farleigh Primary School

Salary Range: Group 2, L12 to L18 (£67,898 - £78,702)

**The Post Reports To:** The Governing Board of East Farleigh Primary School

#### **Main Purpose of the Job**

As the leading professional in the school, accountable to the Governing Board, the Headteacher provides vision, leadership and direction for the school to ensure its success and improvement.

#### **Duties and Responsibilities**

This job description is subject to the general conditions of service for a Headteacher as set out in the School Teachers' Pay and Conditions Document. The Job Description is based on the National Standards of Excellence for Headteachers. The Headteacher is to ensure adherence to legislative and regulatory requirements within the school.

#### **Other Key Accountabilities**

- The Head Teacher is a member of the Governing Board.
- To participate, where appropriate, in the teaching of the pupils at the school.
- To oversee the school's admissions policy and ensure that registers and records are maintained.
- To be one of the Designated Safeguarding Leads within the school, operating in accordance with the statutory guidance contained within the most recent 'Keeping Children Safe in Education' (KCSIE).
- To arrange for the Assistant Headteachers to assume responsibility for the discharge of their functions at any time when they are absent from the school.
- To ensure children with additional needs, those in receipt of pupil premium funding and those with EAL are fully included in all aspects of school life, receiving quality support and (where appropriate) an appropriately differentiated curriculum suited to individual needs and maximising learning opportunities.
- To liaise closely with high school destinations to facilitate a successful transition between Year 6 and Year 7.
- To ensure that Health and Safety procedures within school are regularly reviewed and applied in accordance with legislation and Government guidance.
- To ensure compliance with the GDPR Regulations, Data Protection Act (2018) and The Freedom of Information Act.

#### **Qualities and knowledge**

- Lead by example, with integrity, creativity, and positivity - articulating clear values and focusing on the provision of excellent education for all pupils.
- Drive the ethos, vision and values of the school.
- Promote continual learning for all staff, seeking training and continuing professional development to meet their needs.
- Build positive relationships with all members of the school community, fostering teamwork and a shared commitment to excellence.
- Keep up to date with developments in education and work with political and financial awareness to

translate policy into the school's context.

- Develop and communicate the school's vision compellingly.

### **Pupils and Staff**

- Demand and help achieve ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- Determine measures to be taken with a view to establishing and maintaining encouraging exemplary behaviour on the part of the pupils.
- Ensure policies and practices are in place for the care and wellbeing of all staff and pupils within the school community. The Headteacher will manage their own workload and that of others to allow an appropriate work/life balance.
- Ensure excellent teaching in the school.
- Ensure all staff are motivated and supported to develop their skills and knowledge and are provided with feedback along with training and development opportunities.
- Identify emerging talents, fostering distribution of leadership throughout the school and provide coaching for current and aspiring leaders.
- Hold all staff to account for their professional conduct and practice.
- Manage the appointment of all staff.
- Ensure that Early Career Teachers have a suitably qualified mentor and induction tutor, and have access to adequate support in their first two years of service in line with the national guidelines for induction.
- Maintain effective relationships with the recognised teacher associations and trade unions representing the staff of the school.

### **Systems and Processes**

- Produce, implement, monitor and review the policies adopted by the Governing Board.
- Ensure that the school's systems, organisation and processes are regularly reviewed, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Ensure a school environment that is conducive to effective teaching and learning, providing a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
- Ensure that the progress of the pupils at the school is monitored, recorded and reported in accordance with statutory requirements.
- Review written job descriptions for all staff on a regular basis.
- In accordance with the School Teacher Appraisal Regulations 2000 implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Work effectively with the governing board, providing the information it needs to govern effectively.
- Ensure that the safeguarding of children is paramount; the required policies and processes are in place and that all staff are aware of their responsibilities.
- To co-operate effectively with all agencies involved in child protection within a robust school culture of safeguarding.

### **Finance**

- Carry out strategic, curriculum-led financial planning.
- Manage a designated budget ensuring that the school achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity. Continually identify opportunities for extra income and savings.
- Produce annually, implement and monitor the school development plan, underpinned by sound financial planning, which identifies priorities and targets for the school.
- Allocate, control and account for the financial and material resources of the school in order to provide efficient and effective education for all pupils.
- Make adequate arrangements for the security, maintenance and effective supervision of the school buildings and their contents and of the school grounds.

### **The self-improving school system**

- Continue to develop an outward-facing school which works with other trusts, schools and organisations to secure excellent outcomes for all pupils.
- Develop effective relationships with fellow professionals.
- Consider entrepreneurial and innovative approaches to school improvement and leadership.

### **Community**

- Be an outstanding ambassador for the school, maintaining and enhancing the reputation of the school.
- Ensure parents/carers are given regular information about the school curriculum, the progress of their children and other matters affecting the school, in order to promote common understanding of its aims and to achieve their support and involvement.
- Promote the work and life of the school by liaising with parents, fostering strong relationships based on positive communication.
- Engage with the Friends of East Farleigh to promote community engagement and fundraising on behalf of the school.

### **Equality and Diversity**

Ensure the commitment of the school to Equality and Diversity is put into practice in accordance with the Equality Policy which includes the responsibility for all employees to eliminate unfair and unlawful discrimination, foster good relations and advance Equal Opportunities for all.

### **Curriculum**

- Determine, organise, implement and monitor an appropriate broad-based, creative curriculum exceeding the requirements of the National Curriculum, and which is relevant to the aptitudes, abilities and needs of all pupils.
- Secure that all pupils in attendance at the school take part in weekly worship in pursuance of the duty under Section 10(1)(a) of the Education Reform Act 1988.
- Foster and encourage the provision of a wide and varied range of extra-curricular activities.