



## **TUNBURY PRIMARY SCHOOL**

### **Job Description: Headteacher**

**School: Tunbury Primary School**

**Grade: Headteacher - Group 4**

**Responsible to: Governing Body**

#### **Purpose of the Job:**

To be the strategic lead professional at Tunbury Primary School. The Headteacher will provide vision, ambition, leadership and direction. They will ensure the School is effectively managed and organised, work strategically with all partners and stakeholders and develop outstanding provision for all pupils.

#### **Key duties and responsibilities:**

1. Work to an agreed vision, underpinned by clear values, which will be evident throughout the School.
2. Have direct impact in raising achievements to the highest level for all children through uncompromising high standards.
3. Lead by example in determining the professional conduct and practice of teachers to the highest standard.
4. Maintain and develop a climate in the School which enables all pupils to display exemplary behaviour.
5. Be a positive role model in helping others recognise difference and respect cultural diversity within contemporary Britain.
6. Have ambition and seize opportunities for the School to share good practice and expertise, learning from others beyond its boundaries.
7. Lead a positive team to foster a safe and secure environment for children to learn and grow as individuals.

#### **Quality and Knowledge:**

1. Provide a world-class education for the pupils and uphold the School's values and purpose.

2. Demonstrate positive personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and local community.
3. Lead by example – with integrity, creativity, resilience and clarity – drawing on your own expertise and skills, and that of those around you.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work within a clear set of principles centered in the School's vision, ably translating KCC and national policy into the school's context within a set budget.
6. Ensure that the School and its distinctive character are clearly articulated, shared, understood and acted upon effectively by all.

#### **Pupils and Staff:**

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality.
2. Instill a strong sense of accountability in staff for the impact of their work on pupils' outcomes and progress.
3. Deliver excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design as well as implementing diverse, rich and broad curriculum opportunities that lead to pupils' well-being.
4. Ensure there is a robust system for monitoring pupil progress individually and by different pupil groups and that progress is effectively communicated to and acted on by all staff, governors and parents, quickly identifying any gaps in knowledge and putting procedures and resources in place to rectify and close those gaps.
5. Maintain and develop an educational culture, which promotes the sharing of best practice within and with other schools, drawing on and conducting relevant research and robust data analysis.
6. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
7. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
8. Hold all staff to account for their professional conduct and practice.
9. Work collaboratively with parents for the benefit of each child's progress throughout their school life.

### **Systems and Process:**

1. Ensure the School's systems, organisation and processes are efficient, fit for purpose and reflect the School's values and that they uphold the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour in the School and in the wider society.
3. Maintain and develop rigorous, fair and transparent systems and measures for managing the performance of all staff, supporting staff to improve, valuing excellent practice and addressing any under-performance immediately.
4. Welcome strong governance and actively support the governing body to understand its role and deliver its core functions effectively (setting School strategy and holding the Headteacher to account for pupil, staff and financial performance).
5. Exercise strategic, curriculum-led financial planning to ensure the equitable and efficient use of budgets, resources and accommodation, in the best interests of pupils' achievements and the School's sustainability.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

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

1. Create an outward-facing School, which works with other schools, the local community and other organisations to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxy in the best interests of achieving excellence, harnessing the findings of well-evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high-quality training and sustained professional development for all staff.
5. Demonstrate innovative approaches to improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others – within and beyond schools – to believe in the fundamental importance of education in young people's lives and to promote the value of education.

**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/or Local Authority.**