

**The Galaxy Trust**  
**Headteacher – Job Description**



Name:  
Post Title: **Headteacher**  
School: **West Hill Primary Academy**  
Pay range: **Group 4 - £57,714 - £78,170**  
Line Manager: **CEO**  
Line Management Responsibilities: **Various**

**Reporting to:** Executive Headteacher

This post is full time.

The Headteacher is based at West Hill Primary Academy but works collaboratively for The Galaxy Trust.

**Main purpose of the job:**

The Headteacher will promote and support the vision and direction of West Hill Primary Academy by providing the day-to-day leadership that will enable it to build success and provide high quality education for its children. The Headteacher has leadership and management of the school on a day-to-day basis, will manage the leadership group of the school and is the first point of contact for all stakeholders and external agencies in matters relating to the school. The Headteacher of West Hill Primary Academy will be an ambassador for the school and will promote and raise its profile in the wider community.

The CEO has overall and strategic responsibility for all schools within The Galaxy Trust and will support and advise the Headteacher in each school and is their line manager. As an employee within The Galaxy Trust, you may be required to work at any school within The Trust.

**Key responsibilities:**

The Headteacher will continue to raise standards of achievement, be responsible for all day-to-day management of the children, staff, adult users and resources so as to promote and secure the achievement and well being of all children and adults. The Headteacher will work with the CEO, school leadership team and Local Governing Body to provide an environment in which all staff and children are enabled to achieve success and to build towards achieving their potential.

In order that this is achieved the Headteacher will have a key part in ensuring the effective management of children's behaviour by actively promoting good behaviour, supporting staff and parents in promoting good behaviour in all children and ensuring that all children and adults are enabled to succeed in school without hindrance or disruption.

The Headteacher will be responsible on a day-to-day basis for the internal organisation, management and control of the school. In carrying out their duties the Headteacher will

## **The Galaxy Trust**

### **Headteacher – Job Description**

consult and liaise with and work in partnership with the CEO and COO. He/she will consult, as appropriate, the Governing Body, the staff of the school, the pupils and the parents and carers of its pupils.

Staff are seen as the major resource in achieving the school's success. The Headteacher therefore has the role of effectively managing, encouraging, developing and supporting staff and actively and visibly demonstrating their responsibility towards them. The Headteacher will be closely involved with the CEO in recruiting, retaining and deploying staff appropriately so that the goals and targets for the school can be achieved.

### **Vision, direction and development**

The Headteacher will:

- Support the CEO in developing and sharing the vision and direction of West Hill Primary Academy.
- Support the CEO in developing both strategic and operational plans for securing the vision and direction of the school based on wide consultation with all relevant stakeholders.
- Work with the leadership team, staff and governors to translate the development plans into action plans that identify clear achievable targets and outcomes.
- Work with the leadership team, staff and governors to rigorously evaluate progress towards targets and outcomes.
- Support the CEO and COO in ensuring that all school policies are regularly reviewed and updated and that staff and governors are involved in this process.
- Advise and support staff and governors in policy development and implementation.

### **Teaching and learning**

The Headteacher will:

- Ensure that the school works closely with parents and carers, with the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all children at West Hill Primary Academy.
- Ensure that statutory requirements for the National Curriculum are met and that all children are enabled to access a broad, balanced and relevant curriculum.
- Ensure that the curriculum and pastoral care of the school is appropriate to the children's differing experiences, interests, aptitudes and backgrounds.
- Give priority to developing high quality teaching and learning across the school.
- Ensure that a system for monitoring and developing the quality of teaching and learning is in place.
- Ensure that there is an effective system for assessing, recording and reporting of children's progress.
- Encourage new developments in the curriculum and capitalise on local and national initiatives.
- Develop and implement effective policies for ensuring that children's behaviour is appropriate and supportive to their own learning and the learning of others.

## **The Galaxy Trust**

### **Headteacher – Job Description**

-Implement and keep under review a fair and effective school discipline policy which protects the rights of all users to a safe and harmonious learning / working environment.

### **Leading and Managing Staff**

The Headteacher will:

- Liaise with the CEO and governors in the recruitment and selection of teaching and support staff.
- Manage effectively the day-to-day deployment and performance of all staff.
- Support the CEO in carrying out the requirements for Performance Management.
- Support the CEO, COO and governors in creating and maintaining good working relationships amongst all members of the school community.
- Motivate and support staff by identifying and addressing areas for development and building on their strengths.
- Promote the highest standards of courtesy and mutual respect amongst all members of the school community.
- Ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations.
- Encourage and model initiative, teamwork and working in partnership.
- Develop and strengthen leadership across the school.

### **Efficient use of resources**

The Headteacher will:

- Work with the CEO, COO and the Trust Board on setting and using the school budgets to deliver a quality education and to meet the objectives of the school development plans.
- Manage and organise the day-to-day use of the building and grounds so that it meets the needs of the curriculum and health and safety requirements.
- Ensure that all staff and children contribute towards building and maintaining a positive learning and working environment for all.
- Support the CEO and COO in securing additional and sufficient resources for the school.

### **Accountability**

The Headteacher will:

- Work with the CEO and COO to ensure that all adult users of the school and site are aware of and adopt safe practices and that all activities comply with current legislative requirements.
- Work closely with the CEO and with the Chair and members of the Trust Board and Local Governing Body as appropriate and build and sustain a positive working relationship.
- Provide information and support to the CEO, The Trust Board and to the Governing Body and advice based on a well-grounded and practical knowledge of the school on a day-to-day basis.
- Work with the CEO to ensure that the school staff and governors collect and receive and use performance data to support school improvement and raise levels of achievement.
- To update the Self Evaluation Form ( SEF) for Ofsted and collect evidence to support

## **The Galaxy Trust**

### **Headteacher – Job Description**

judgments made in evaluating the school's success.

-Keep parents informed about their child's attainment and progress and supported in understanding how they can contribute to supporting their child's learning.

#### **Partnership**

The Headteacher will:

-Develop and encourage working partnerships with parents and carers.

-Develop and encourage good relations between all schools within The Galaxy Trust and the local community.

-Develop and encourage an effective partnership with the community of schools in The Galaxy Trust, drawing upon the strengths and expertise of all groups of staff, sharing information and ideas and working collaboratively.

-Encourage inter-school links and events of mutual benefit to Galaxy Trust children.

-Develop and encourage mutually supportive working relationships with relevant agencies including Social Services and Health professionals.

***This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of The Galaxy Trust in relation to the post holder's professional responsibilities and duties.***