



## **JOB DESCRIPTION FOR THE POSITION OF HEADTEACHER**

### **AT ARCHBISHOP COURTENAY PRIMARY SCHOOL**

This job description reflects the distinctive character of Archbishop Courtenay Primary School, as the first sponsored school within the Diocese of Canterbury Academies Trust. The job description should be read in conjunction with the Teacher Standards (2012) and the National Standards of Excellence for Headteachers (2015).

#### **Shaping the future**

- Ensure that the vision for the school, including its distinctive Christian character, is clearly articulated, shared, understood and acted upon effectively by all.
- Demonstrate the vision and values in everyday work and practice by leading teaching and learning and by securing the highest quality assessment procedures and outcomes for pupils' achievement and attainment.
- Determine and implement the new curriculum to reflect diversity, the Christian ethos of the school and opportunities for pupils to be excited by learning, ensuring that key issues for school improvement continue to be acted upon effectively.
- Determine and ensure the implementation of policies for the pastoral care of the pupils, and high standards of behaviour and to secure good attendance.
- To promote and safeguard the welfare of children, staff and visitors.

#### **Developing self and working with others**

- Treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture, underpinned by its Christian ethos and codes of practice.
- Promote teamwork, leading by example.

#### **Managing the organisation**

- Create an organisational structure, being accountable to the Local Governing Body, Trust Board and Sponsor, that reflects the school's Christian values.
- Ensure that the management systems, structures and process work effectively in line with legal requirements and high expectations for pupils' achievements.



### **Securing accountability**

- Develop a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Being accountable to the Trust Board and Sponsor of the academy through the Governing Body.

### **Strengthening community**

- Engage with the local church and wider community to build partnerships, share resources, promote collective events and ensure advocacy for children and young people.