

Foster's Primary School



Job Title: Headteacher
Salary Scale: ISR L19-L24 (£69,087 - £76,874)
Reports To: The Governing Body

Job Overview

Working with Governors, the Headteacher will provide strong, strategic leadership of Fosters Primary School, managing the school on a day-to-day basis, in order to provide the very best educational opportunities and outcomes for all its pupils.

Responsibilities and Duties

Shaping the future - strategic direction and development

- Working with Governors, establish a strong vision, ethos and identity that unites the school community, ensuring that this is clearly articulated, shared, understood and effectively acted upon.
- In association with Governors and leaders, translate the vision into agreed objectives and operational plans which will build on the school's many successes and promote and sustain school improvement.
- Demonstrate the vision and values in everyday work and practice.
- Work with all stakeholders to create a shared culture and positive, collegial climate for all. Ensure that strategic planning takes account of the diversity, values and experience of the school and wider community.
- Work with school leaders, staff and Governors to rigorously evaluate progress towards agreed objectives, targets and outcomes.
- Develop school policies and procedures that reflect the school's strategic direction.

Teaching and learning

- Maximise the opportunities for all pupils through continuous school-wide focus on pupils' achievement, using data, benchmarks and scrutiny to monitor the progress of every child's learning.
- Ensure that a high-quality curriculum and excellent teaching is at the heart of strategic planning and resource management.
- Establish creative, responsive and effective approaches to teaching and learning, with a particular focus on the arts and STEM subjects.
- Work with school leaders and teaching staff to determine, organise and implement a diverse, flexible and relevant curriculum and an effective assessment framework.
- Develop and implement effective policies for ensuring that children's behaviour is appropriate and supportive to their own learning and the learning of others.
- Contribute to the development of a collaborative approach across the school to sharing good practice and improving the learning experience for pupils.
- Empower pupils to take an active part in their own learning and to take personal responsibility for improving their learning and educational experience.
- Establish a culture which promotes inclusion and aspiration within the school community and celebrates success and individual achievement.
- Challenge any underperformance and ensure effective action, support and review addresses any weaknesses.
- Build an effective partnership with parents and the wider community to support and enhance the achievement and personal development of all pupils.

Developing self and working with others

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture.
- Build a collaborative learning culture within the school and actively engage with external opportunities to further promote an effective learning community.
- Further develop and maintain effective strategies and procedures for staff induction, professional development and performance management, with a particular focus on the growth of middle leaders.
- Support the development of versatile, transferrable skills and attitudes to life-long learning and celebrate achievement.
- Develop and maintain a culture of high expectations for self and others and take appropriate action when required.
- Regularly review own practice and take responsibility for personal development.
- Ensure adequate provision to enable appropriate work/life balance for all.

Managing the organisation.

- Create a structure which reflects the school's values and enables the supporting systems, structures and processes to work effectively in line with policy and legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school.
- Work in partnership with the leadership team in the management and deployment of staff in order to achieve the school's goals and priorities.
- Oversee the implementation of a robust performance management framework across the school, in line with policy and practice.
- Manage and organise the school environment effectively, further developing pupils' learning through the effective use of the school's surroundings.
- Work with the Governing Body on setting and using the school budgets to deliver high quality provision for pupils and to meet the objectives of the school development plan.
- Manage and monitor the agreed budget on a day to day basis ensuring effective administration, control and value for money and ensuring that all financial matters abide with financial regulations and audit requirements.
- Manage and organise the day to day use of the buildings and grounds so that they meet the needs of the curriculum and health and safety requirements.
- Promote and safeguard the welfare of all pupils in accordance with statutory guidelines and ensure that all staff are committed to and comply with the requirements.
- Ensure that the health and safety of all pupils and staff is promoted and maintained to a high standard at all times in accordance with the school's relevant policies and procedures.

Securing accountability

- Develop a collective ethos in the school which enables everyone to work collaboratively, share best practice, celebrate success, feel empowered and accept responsibility for outcomes.
- Ensure individual staff accountabilities and responsibilities are clearly defined, communicated, understood and agreed and are subject to robust and rigorous review and evaluation in accordance with statutory performance management policy and procedures.
- Provide timely, objective and high-quality information and advice to Governors that enables them to meet their statutory responsibilities.
- Present a clear, coherent and accurate account of performance to a range of audiences including Governors, parents and carers.
- Promote the status and ethos of the school to all stakeholders.

Strengthening Community

- Develop and promote a culture and curriculum which takes account of the richness and diversity of the community and celebrates difference.
- Create and promote positive strategies for challenging discrimination.
- Collaborate with other agencies to provide a holistic approach to the wellbeing of staff, pupils and their families.
- Create and maintain effective partnerships with parents and carers to support and improve the opportunities for all pupils and their communities.
- Co-operate with relevant agencies to ensure communities are safe environments where pupils and their families have opportunities to thrive.

The Headteacher will fulfil any such other requirements as are included in the conditions of employment of Headteachers, specified in the current School Teachers' Pay and Conditions Documents.