| **HEADTEACHER (Primary) - JOB DESCRIPTION**  **Salmestone Primary School** | |
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| **ACCOUNTABLE TO** | The TKAT Primary Director of Education - East, and the governing body of the School. |
| **SCALE** | TKAT Pay-scale Salary / salary range L18-24 |
| **JOB PURPOSE** | The Headteacher will be responsible for the leadership, organisation, management and control of the School whilst working in partnership with key providers. You will be expected to promote and safeguard the welfare of the pupils for whom the School and governing body are responsible and those with whom they come into contact; to ensure a high-quality education for pupils and high standards of achievement. Headteachers are required to carry out the duties set out in Part 9 of the School Teacher’s Pay and Conditions Document. |
| **Key Area** | **Roles/Responsibility** |
| **Responsibilities**  *Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.* | * **Shaping the future:** work with the governing body, the Trust and staff to develop the shared vision and strategic plan, which should serve to inspire and motivate pupils and all other members of the School community. * Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors, and members of the local community. * **Leading teaching and learning:** create an environment which enables each child to achieve their full potential through the provision of quality teaching and learning. * Ensure that all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other * **Managing the organisation:** manage the School to maximise the potential of each and every child by cultivating an efficient, effective and safe learning environment. * **Strengthening community ties:** to continue to engage with the wider community, to develop and create opportunities for the School. * **Budget management:** manage the school budget to maximise the benefit for the pupils and safeguard the future of the School. * **Planning and policy:** be the strategic lead on developing the vision, values and priorities of the School. Develop, implement and evaluate the School’s policies, practices and procedures. * **Executive:** lead and manage teaching and learning. Promote the safety and wellbeing of pupils and staff. Manage staff, including appointments and resources. Lead the Performance Management of all staff. Work with the school Business Manager to prepare School budgets for governing body approval and subsequently manage spending accordingly. * The Headteacher should establish a culture that promotes excellence, equality and high expectations of all pupils.   **Advisory:** maintain a good knowledge and understanding of educational developments and advise the governing body as appropriate. |
| **Core competencies** | * **Clarity of purpose:** understand the ethos of the School and use that understanding to develop a clear vision for improvement. * **Developing others and teamwork:** create a learning environment which develops the skills, knowledge and opportunities for staff.   **Influencing others:** build effective relationships with pupils, colleagues, parents and governors so that all stakeholders work collaboratively to achieve the shared vision for the School. |
| **Review of job description** | * This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the governing body and TKAT. It may be subject to modification and amendment at any time after consultation with the post holder. |

| **Headteacher Person Specification** | | |
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|  | **Essential** | **Desirable** |
| **Professional qualifications** | * Is an experienced teacher with qualified teacher status * Experience of senior leadership in a school with primary age range * Evidence of relevant CPD | * NPQH * Experience of year R, KS1 and KS2 |
| **Shaping the future** | * Has a clear philosophy for the education of primary age children * Possesses leadership and management skills and the personal qualities to build strong relationships with all stakeholders * Inspires confidence and trust, is approachable, shows integrity and care for others   **Can demonstrate experience of:**   * Thinking strategically * Leading and bringing about effective School improvement * Implanting and managing change | * Experience of building and communicating a coherent, compelling vision |
| **Leading teaching and learning** | * Committed to achieving aspirational goals and targets * Celebrates the successes of pupils and staff regularly, both as individuals and as teams   **Can demonstrate experience of:**   * Focusing on pupil’s achievement using data and benchmarking to monitor progress for every child * Monitoring, evaluating and improving teaching and learning | * Experience of challenging and re-focusing underperformance * Experience of developing and using pedagogical models |
| **Managing the organisation** | * Understands the principles of change and the process of managing it effectively * Empowers others and creates leadership opportunities * Can communicate well and explain ideas clearly * Prepared to ask for advice and support where necessary * Able to set up an appropriate work/life balance and to model it to staff   **Can demonstrate experience of:**   * Staff development and appraisal, including effective coaching * Recruiting and deploying staff appropriately * Whole school financial planning and management | * Being a school governor * Experience of presenting aspects of school performance to stakeholders |
| **Strengthening the community** | * Able to articulate core values of the School within the community   **Can demonstrate experience of**:   * Working effectively with parents * Building effective relationships with the community and other schools |  |