



Wentworth Primary School Headteacher Job Description

Salary: Group 4
Governing Board

Contract type: Full time, permanent

Reporting to:

Main purpose

The professional duties of the headteacher are contained in the School Teachers' Pay & Conditions Document and key areas of leadership are contained in the DfE National Standards for Head Teachers.

- Establish and sustain the school's ethos and strategic direction in consultation with the governing board
- In accordance with statutory orders and regulations establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively in accordance with the Academy Trust Handbook.

Qualities

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Have a sense of humour, boundless energy and enthusiasm

Duties and responsibilities

School culture and behaviour

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and ensure access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-based approaches to reading so that all pupils are taught to read.

Additional and special educational needs (SEN) and disabilities

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Ensure the school effectively engages with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice
- Fully utilises staff skills and expertise to support individual needs

Managing the school

- Ensure staff and pupils' safety and welfare through effective approaches to statutory safeguarding duties.
- Deploy and manage all teaching and non-teaching staff in a manner consistent with their conditionals of employment.
- Lead, motivate, challenge and support staff through the annual cycle of performance management to secure and maintain continuous school improvement.
- Challenge underperformance at all levels and initiate effective procedures for improvement.
- Support middle and senior leadership to build capacity.
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Maintain a good working relationship with the onsite private nursery

Professional development

- Ensure staff have access to appropriate, high standard professional development opportunities.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet needs.
- Liaise with staff unions and associations.

Governance, accountability and working in partnership

- Understand and welcome the role of effective governance as set out within the Governance Handbook.
- Provide reports to governors to aide their understanding and welcome governor visits to school.

- Ensure the school and governors effectively and efficiently operate within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations when in the school's best interest to do so.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Parental Contact

- Ensure parents/carers are given regular information about their child's progress by creating and maintaining an effective home/school partnership.
- Engage with families to ensure children have access to extended services, extracurricular activities and other educational experiences.
- Deploy staff to work directly with parents/carers to ensure good attendance and punctuality, using external agencies when deemed necessary.