Position: Headteacher

School: Swindon Village Primary School

Position reports to: Governing Body

This job description should be read alongside the Conditions of Service for a Head as set out in the current School Teachers’ Pay and Conditions Document

**Key priorities**

• Lead teaching and learning developments to maintain and enhance progress and achievement throughout this good school

• Embed curriculum and assessment developments in light of national statutory requirements

**Core Purpose**

The core purpose of this role is to provide professional and strategic leadership and management of the school.

1. To promote high quality education by effectively managing teaching and learning and the resources available to enable all children to realise their potential

2. To maintain a culture that is learning centred, promotes excellence, equality and high expectation of all pupils.

**Key responsibilities**

**Strategic direction and shaping the future**

1. Work with the Governing Body and other key stakeholders to ensure the school vision

is clearly articulated, shared, understood and effectively acted upon by all.

2. Work within the school community to translate the vision into agreed objectives and

operational plans which will promote and sustain school improvement.

3. Demonstrate the school’s vision and values in everyday work and practice.

4. Motivate and work with others to create a shared ethos and positive environment.

5. Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.

6. Ensure that strategic planning takes account of the diversity, values and experience of the school and the community.

**Managing the organisation**

1. Maintain an organisational structure that reflects the school's values, and enables the

management systems, structures and processes to work effectively in line with legal

requirements.

2. Produce and implement clear, evidence-based improvement plans and policies for the

development of the school and its facilities.

3. Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.

4. Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.

5. Recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the vision and goals of the school.

6. Implement successful performance management processes with all staff.

7. Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety and safeguarding regulations.

8. Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.

**Leading learning and teaching**

1. Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.

2. Ensure that learning is at the centre of strategic planning and resource management.

3. Establish creative, responsive and effective approaches to learning and teaching.

4. Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.

5. Demonstrate and articulate high expectations and set stretching targets for the whole school community.

6. Implement strategies that secure high standards of behaviour and attendance.

7. Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.

8. Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.

9. Monitor, evaluate and review classroom practice, and promote improvement strategies.  
10. Challenge under-performance at all levels and ensure effective corrective action and follow-up.

**Developing self and working with others**

1. Treat people fairly, equitably and with dignity and respect to create and maintain a positive school ethos.  
2. Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.  
3. Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.  
4. Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.  
5. Acknowledge the responsibilities and celebrate the achievements of individuals and teams.  
6. Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.  
7. Regularly review own practice, set personal targets and take responsibility for your own personal development.  
8. Manage your own workload and that of others to allow an appropriate work/life balance

**Securing accountability**

1. Fulfil commitments arising from contractual accountability to the Governing Body.

2. Develop a school ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

3. Ensure individual staff accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation.

4. Work with the Governing Body (providing information, and objective advice and support) to enable it to meet its responsibilities.

5. Develop and present a coherent, clear and accurate account of the school's performance to a range of audiences including governors, parents and carers.

6. Demonstrate a commitment to safeguarding and the welfare of children and young people and a secure knowledge of safeguarding procedures.

7. Reflect on personal contribution to school achievements and take account of feedback from others.

**Strengthening community links**

1. Build a school ethos and curriculum that take account of the richness and diversity of the school's community.

2. Ensure a range of community-based learning experiences.

3. Work with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.

4. Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.

5. Seek opportunities to invite parents and carers, representatives of community, business and other organisations into the school to enhance and enrich its links with the wider community.

6. Utilise the learning potential in the local area.

**National Standards for Head Teachers**

The Head will carry out his/her professional duties in accordance with, and subject to, the

National Conditions of Employment for Heads and Education and Employment legislation. The

Head is accountable to the Governing Body for the standards achieved and the conduct,

management and administration of the school, subject to any policies which the DfE may

make. This job description is subject to annual review.

The School is committed to safeguarding and promoting the welfare of children and young persons and Head Teachers must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The School expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service.