

**CALDERSTONES SCHOOL**

**JOB DESCRIPTION**

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| **Title**  : HEADTEACHER |
| **Salary Grade :** Leadership Group L33 – L39 |
| **Responsible to** : The Governing Body of the School |
| **Responsible for** : All students educated at the school  All staff employed to work at the school  All premises and equipment belonging to the school |
| **KEY AREAS OF RESPONSIBILITY**   1. **STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL**   To provide professional leadership for the school in order to secure its success and improvement, ensuring high quality education for all its students and good standards of learning and achievement.  The Headteacher will work with the Governing Body and staff to develop and implement a vision and strategic view for the school.  **MAIN TASKS**   * To lead in translating the vision into agreed operational plans which will promote and sustain continual school improvement. * To monitor and evaluate the performance of the school, responding and reporting to the Governing Body as required. * To provide inspiring and purposeful leadership for the staff and students, and maintain a positive and disciplined educational environment. * To promote creativity, innovation and the use of new technology in striving for excellence. * To ensure that strategic planning takes account of the diversity, values and experience of the school and the wider community. * To ensure that the management, organisation, finances and administration of the school, support its vision and strategic plan. |
| 1. **TEACHING AND LEARNING**   In this school the search for excellence is expressed in teaching and learning.  **MAIN TASKS**   * To maintain an environment that promotes and secures good teaching, effective learning, high standards of achievement and behaviour. * To ensure that quality of learning is at the centre of the organisation and management of the school. * To ensure a consistent and continuous school-wide focus on students’ achievement. * To maintain and develop an effective assessment, recording and reporting system, using data and appropriate benchmarks to monitor progress in every students’ learning. * To establish high expectations, and promote a culture and ethos which is both challenging and supportive for the whole school community. * To promote creative, responsive and effective approaches to teaching and learning, which encourage all students to be motivated, engaged and successful. * To encourage the appropriate use of new and emerging technologies to enhance and extend the learning experience of all students. * To promote a culture that encourages every student to become self-confident, effective, enthusiastic and independent learners. * Promote a school ethos which extends opportunities for learning and encourages extra-curricular activities. * To deliver a curriculum which is broad, balanced, diverse, meets statutory requirements and aims to allow each student to maximise his or her full potential. |
| **3. LEADING AND MANAGING STAFF**  The Headteacher should work collaboratively and effectively with the Governing Body and the staff of the school.  **MAIN TASKS**   * To ensure that professional duties are fulfilled, as specified in the School Teachers’ Pay and Conditions 2016, including those of Head Teacher. * To motivate, support, challenge and develop staff. * To promote and develop good management practice, positive staff participation, effective communication and clear procedures. * To create an environment that encourages ideas and contributions from staff and values the achievements of individuals and teams. * To ensure that the systems for induction, performance management and professional development lead to the maintenance of the highest standards and to a professional learning culture for all staff. * To implement appropriate performance management, support, training and staff development. * To manage the work of the leadership team, delegating appropriate tasks and ensuring the support required for each member’s continual professional development is in place. * He or she should regularly review his or her practice, set personal targets and take responsibility for his or her continual professional development.  1. **MANAGING THE ORGANISATION AND RESOURCES**   **MAIN TASKS**   * To ensure all structures and processes take account of all legal requirements. * To manage financial and human resources, effectively and efficiently, to meet the school’s objectives. * To ensure the use of resources is reviewed, monitored and evaluated to improve the quality of education for all students. * To maintain and promote effective links with parents/carers. * To develop and maintain effective links with the community including business and industry. * To seek to provide an attractive environment that stimulates teaching and learning. |
| **5. ACCOUNTABILITY**  The Headteacher will be accountable to the Governing Body.  **MAIN TASKS**   * To continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school. * To present a coherent and accurate account of the school’s performance in a form appropriate to the range of audiences, including governors, the LA, the local community, Ofsted and others to enable them to play their part effectively. * To ensure that parents/carers and students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child’s learning and achieving the school’s targets for improvement. * To provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning, improved standards of achievement and for achieving efficiency and value for money. * To carry out any such duties as may be reasonably required by the Governing Body. |
| 1. **SAFEGUARDING CHILDREN & SAFER RECRUITMENT**   This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment  **MAIN TASKS**   * To ensure that the policies and procedures adopted by the governing body are fully implemented and followed by all staff. * To allocate sufficient resources and time to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children. * To create an environment where all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and where such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.   **This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future’. The appointment is subject to the current conditions of employment in the School Teachers’ Pay and Conditions 2016 as they relate to Head Teachers’.** |

January 2017