

Ball Green Primary School

Headteacher Job Description

The Headteacher is responsible to the Governing Body and the Local Authority (LA) for the effective provision of leadership and management which leads to successful outcomes for the pupils of the school. The Headteacher is expected to achieve excellent working relations with staff, parents and the local community and other agencies concerned with the welfare of children and young people.

Appointment is subject to the current Conditions of Service for Headteachers contained in the School Teachers' Pay and Conditions documentation and relevant current education and employment legislation. The post holder is expected to reach the National Standards for Headteachers, on which this job description is based.

The Headteacher shall provide professional leadership and management for the school in partnership with governors, staff, parents and other stakeholders. The Headteacher shall demonstrate an ability to inspire and motivate pupils, staff and all other members of the school community through the promotion of a culture of excellence, equality and high expectation.

Specifically, the Headteacher is responsible for taking a lead in the following areas:

Shaping the future

- Establishing clear vision, aims, ethos and values for the school;
- Ensuring delivery of these through appropriate and effective management and organisation and inspiring, challenging, motivating and empowering others including staff, pupils and parents;
- Ensuring that the principles of equality of opportunity and valuing diversity are explicit in all aspects of the work of the school.

Leading learning and teaching

Ensuring the general and specific needs of all pupils are met through monitoring and development of high quality provision in:

- Teaching, learning and assessment across the school;
- The range and quality of the curriculum offered, including extended day and out of school activities;
- Pupils' personal development and guidance
- Inclusive practice and implementation of agreed policies;

Managing the organisation and securing accountability

- Providing information, objective advice and effective support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for ensuring efficiency and value for money;
- Evaluating the performance of the school across all aspects of provision and outcome;
- Identification of priorities for continuous improvement and raising standards;
- Setting and meeting appropriate challenging targets;
- Ensuring a positive school environment which is engaging and fulfilling for pupils;
- Ensuring equality and opportunity for all;
- Developing policies and practices to ensure consistency and the smooth running of the school;
- Ensuring accountability of staff through effective performance management and encouraging them to access appropriate CPD to realise their potential;
- Recognising and disseminating best practice;
- Ensuring resources are effectively and efficiently deployed to achieve the educational goals and priorities of the school;
- Working with governors and colleagues to recruit staff of the highest quality.

Strengthening Communities

- Securing the commitment of the wider community through outreach/partnership work with relevant agencies supporting children and young people;
- Collaboration with local schools and academies to raise standards and to promote school to school support;

This job description may be amended following consultation between the Headteacher and Governing Body and will be reviewed annually as part of the Headteacher performance management process.