**JOB DESCRIPTION  
Headteacher**

**Location: Lady Elizabeth Hastings’ Thorp Arch CE VA Primary School**

**Pay Range: L10 – L16 (£48,771 - £56,511)   
  
Main Purpose**The core purpose of the Headteacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school’s work within the context of a Church of England Voluntary Aided School. To gain this success the Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Headteacher should establish a culture that promotes excellence, equality and high expectations of all pupils.

Accountable to the Governing Body, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aim and targets. The Headteacher, working with others, is responsible for evaluating the school’s performance to identify the priorities for continuous improvement and raising standards.

**Statutory requirements**

This job description reflects the **National Standards of Excellence for Headteachers** (2015). These standards are built upon The Teaching Standards (2011) which apply to all teachers, including headteachers.  
  
The appointment is subject to the current conditions of employment of headteachers, contained in the **Schools Teachers’ Pay and Conditions** document, the School Standards and Framework Act 1998 and all other current education, employment and health and safety legislation.

The appointment is also subject to other current educational and employment legislations and policies laid down by the Governing Body under their powers derived from statutory sources.

**Duties and Responsibilities**

1. Create and communicate a shared vision which expresses the core values and moral purpose of our Church of England school which can be understood, communicated and acted upon effectively.
2. Work with political and financial astuteness, within a clear set of principles centred on the school’s vision, ably translating local and national policy into the school’s context.
3. Able to model entrepreneurial and innovative approaches to school improvement, leadership and governance.
4. Develop an outward-facing school capable of collaborating in partnership with other schools and organisations to champion best practices and excellent outcomes for pupils.
5. Specifically, collaborate with the Church (at both Parish and Diocesan level) and those other agencies to ensure pupil and community needs are met.
6. Maintain our collaboration with Wharfe Valley Learning Partnership to benefit our school community.
7. Lead by example – with integrity, creativity and clarity – to inspire and influence other stakeholders to believe in the fundamental importance of education and to promote the value of education.
8. Take a leading role in our ongoing collaboration with The Wharfe Valle Learning Community to the benefit of the School and school community.
9. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of ownership and accountability from staff for the impact their work has on pupils’ outcomes.
10. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design.
11. Challenge educational orthodoxies with relevant research and robust data analysis, to provide a world-class education for the pupils.
12. Shape the current and future quality of teaching profession through high quality training, systematic approach to monitoring and sustained professional development for all staff.
13. Ensure that RE and collective worship are central to the life and teaching of the school.
14. Develop strong partnerships with parents and carers to support students’ achievement and personal development.
15. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
16. Develop systems for pastoral care of all the members of the school community and ensure that the personal development of individuals is properly provided for.
17. Exercise strategic, fair and open deployment of budgets and resources, in the best interests of the pupils’ achievements and the school’s sustainability.
18. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
19. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision-making.
20. Focused on clear succession planning by identify emerging talents, coaching current and aspiring leaders in a climate where excellence is standard.
21. Ensure that the school’s system, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity
22. Support the provision of facilities and other necessary resources to enable the smooth running of our out of hours provision.
23. Welcome strong governance and actively support the governing board to understand its role and deliver internal and external accountability – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
24. Maintain and develop a Church school ethos which enables everyone to work collaboratively.
25. Present a coherent account of the school’s performance in a form appropriate to the range of audiences, including governors, the local community, Ofsted, Diocesan advisers and other necessary stakeholders.
26. Hold all staff accountable to account for their professional conduct and practice.
27. Foster an autonomous culture that ensures policies and practice takes account of national and local policies and initiatives and comply with legal requirements.
28. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
29. Ensure that the child protection and safeguarding policies and procedures adopted by the governing body are fully implemented and followed by all staff.
30. Ensures that sufficient resources and time are allocated to enable staff to discharge their child protection and safeguarding related responsibilities effectively.

**Signature of Chair of Governors   
  
  
Signature of postholder**

**Date**