**Meadow Farm Community Primary School**

*“Confident, caring and accomplished children”*

**Head Teacher Job Description**

**The role of the Head Teacher**

To provide effective and inspirational leadership in order that every child is able to fulfil his or her true potential.

Responsible to the Governing Body and responsible for the teaching and support staff of the school.

**Primary purpose of the job**

1. To lead and manage the school
2. To ensure the achievement of excellent educational standards
3. To promote and safeguard the welfare of children

**Ethos and vision**

* Promote a culture of encouragement, support and challenge in order to achieve each child’s full potential and the highest possible educational standards.
* Shape a vision for the school, with the support of staff and the Governing Body, that promotes our ethos of confident, caring and accomplished children.
* Ensure this vision is clearly and effectively articulated, shared and understood. Translate this vision into agreed objectives and operational plans which will promote and sustain school improvement.
* Promote creativity, innovation and the use of appropriate new technologies to achieve excellence.
* Ensure that the ethos and practises of the school support all the children and meet local and national requirements.

**Leadership and management**

* Develop, motivate and lead all staff to achieve the highest professional standards.
* Be a reflective leader and manage change effectively and sympathetically.
* Manage the school finances effectively, working closely with relevant Governors and proactively seek further funding opportunities as required.
* Ensure job descriptions and performance management for all staff are based on clear roles and responsibilities, reviewed at least annually and consistent with current conditions of employment.
* Ensure all policies are kept up to date, working closely with teaching staff, the Senior Management Team and the Governing body.
* Maintain sound procedures for the security, supervision and maintenance of the school environment ensuring that all health and safety regulations are met.
* Maintain a collaborative learning culture within school and actively engage with other primary and secondary schools and other agencies to extend the effective learning community.
* Manage your own personal professional development whilst ensuring the well-being of and a good work/life balance for all personnel.
* Advise the Senior Management Team and the Governing Body as required, continuing the proactive and effective working partnership.
* Ensure that all responsibilities delegated by the Governing Body are carried out.
* Ensure the school premises are fit for purpose for current and future needs including site development.
* Develop and manage high quality, affordable extended service (eg the “2 Year Old Early Years Education” project).
* Undertake other such duties as may be reasonably expected.

**Teaching, learning, curriculum and standards**

* Lead in the design and implementation of a curriculum, which inspires and engages all pupils.
* Ensure a consistent and continuous school-wide focus on pupil assessment and achievement, using appropriate data and benchmarks to set, monitor, track and evaluate individual pupil progress.
* Continue with the nurturing and attentive pastoral care for all pupils.
* Maintain exemplary standards of behaviour and attendance.
* Monitor, evaluate and review classroom practice and promote improvement strategies, aiming for outstanding standards of learning and teaching at all times.

**Communication and consultation**

* Build on effective relationships with all stakeholders through excellent communication and interpersonal skills, taking and providing appropriate advice.
* Coordinate the school’s work with other educational establishments to ensure smooth transitions and continuity of learning.
* Work with the Governing Body to provide information on all relevant aspects of the school, its progress and intended development.

All duties to be performed in accordance with the provisions of the School Teachers’ Pay & Conditions document.

Meadow Farm is committed to safeguarding and promoting the welfare of children and expects everyone involved with the school to share this commitment. The successful applicant will be required to obtain an Enhanced DBS check.