



Job Description

Post:	Headteacher
Salary range:	L35 – L41 (Group 6)
Responsible to:	Governing Body / Local Authority
To begin:	Easter 2018

Principal Responsibilities:

The Headteacher will be responsible for the internal organisation, management and control of the school in accordance with safeguarding legislation, School Teachers' Pay and Conditions Document, the policies of the Governing Body (including its annual budget), applicable legislation and the policies of Wigan Council. The Headteacher, working with the Governing Body, senior leadership team and school staff, will develop a strategic view for the school in the context of its wider community and will ensure accurate school self-evaluation to inform school improvement planning.

Qualities and knowledge:

The Headteacher will:

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils we serve
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards our pupils and staff, and towards parents, governors and members of the local community
- Lead by example with integrity, creativity, resilience and clarity; drawing on their own scholarship, expertise and skills, and that of those around them
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development
- 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
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel

Pupils and Staff:

The Headteacher will:

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes

- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
- Hold all staff to account for their professional conduct and practice

Safeguarding

The Headteacher will:

- Ensure that the school's policies and procedures relating to safeguarding are compliant with regulations and fully implemented in the school
- Work with Wigan Council and other services within the agreed protocols for safeguarding children and young people including participating in the local arrangement to co-ordinate the assessment, planning, interventions and review of children and young people, to ensure they are safe and their welfare is promoted
- Manage individual disciplinary cases, including the power to exclude pupils, in accordance with statutory regulation and guidance

Systems and Processes

The Headteacher will:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity
- 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 community
- 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
- Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively; in particular, its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability
- 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

The Self-Improving System

The Headteacher will:

- Create an outward-facing school which work with other schools and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability
- Inspire and influence others, within and beyond schools, to believe in the fundamental importance of education in young people's lives and to promote the value of education

The job description should be read alongside the Department for Education's Schools Teachers' Pay and Conditions Document 2017 (section 2) which sets out in greater detail the general requirements for Headteachers and the standard terms of their employment.

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.