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# Swaffield

PRIMARY SCHOOL

**Job Description and Key Responsibilities for Headteacher.**

*To be reviewed and amended as appropriate as part of the Headteachers Performance management Programme.*

Purpose - The Headteacher is responsible for the organisation, management and control of the school in accordance with School Teachers' Pay and Conditions Document and the policies of the Governing body, and Wandsworth Council.

1) Ethos

* Maintain and develop the school environment based on enjoyment, achievement and excitement through learning
* Maintain and grow the culture of the school in which all individuals feel valued and where personal endeavour and responsibility are encouraged
* Maintain a high standard of behaviour promoting self-esteem, self-discipline and responsible attitudes
* Inspire, lead and motivate individuals and teams to exceed their expectations

2) Pupils

* Ensure that all pupils receive efficient, effective and appropriate education according to their individual needs and abilities.
* Ensure the highest standards of achievement for all children at all levels of ability through high expectations and a broad, balanced and challenging curriculum.
* Provide for the needs of specific groups of children (SEND, PPG, EAL etc).
* Ensure appropriate and timely records are maintained to monitor each child's progress and inform the decision making processes.

3) Staff

* Inspire, motivate and support all staff in the performance of their work by providing clear expectations and guidance, encouraging responsibility in their own management and valuing each individuals contribution.
* Ensure appropriate organisational structure and optimum staff deployment for the efficient running of the school.
* Implement performance management and personal development policies for all staff.
* Promote and facilitate teamwork.

4) Curriculum

* Have a commitment to a broad and balanced curriculum that is relevant to the next generation's needs and aspirations, being mindful of the growing impact and use of science and technology.
* Maintain and enhance the role of the arts and sports in the curriculum.
* Maintain and broaden the availability of extra-curricular activities.
* Ensure all aspects of school performance are monitored and evaluated in a robust cyclical manner. Ensure plans and implementation are adjusted accordingly.

5) Finance and Resources

* Propose to the Finance Committee of the Governing body an annual balanced budget which supports the School Development Plan.
* Monitor monthly financial progress, inform Governors and take action as appropriate.
* Develop and take opportunities to generate new sources of income.
* Ensure the school meets the requirement of Financial Management in Schools.
* Establish and implement policies ensuring the safety, maintenance and cleanliness of the school.
* Ensure excellent catering provisions are maintained and financially controlled.

6) Parents and Community

* Maintain and develop a high standard of feedback to parents and carers on the progress of their children.
* Encourage whole family involvement in the school and support for the PTA.
* Develop further the promotion of the school in the local community so that it becomes first choice for parents.
* Build on existing relationships with other local schools and contribute to the development of best practice both in terms of teaching methods and organisation.

7) Governing Body

* Empower the Governing body to be strategic, a critical friend and accountable by providing all appropriate information, advice and support.
* Present the School Development Plan to Governors for discussion and approval.
* Provide a written termly report on progress, achievements and challenges.

8) Safeguarding

* Ensure that pupil and staff safeguarding remains a top priority.

9) Equal Opportunities

* Uphold the principles of equal opportunity throughout the school.

10) Wandsworth Council

* Ensure compliance with Wandsworth Council policies.
* Provide information and consult with the LA as required.
* Work together with the Link Inspector.
* Maintain a positive and beneficial relationship with the Council officers.

11) Personal Goals

* Maintain an open door culture.
* Ensure excellent communication to all stakeholders.
* Maintain a record of self-evaluation and areas for development.