



## Job Description

### Job Title: Head Teacher

#### **Shaping the future**

The Head Teacher should provide strategic, professional leadership and develop and deliver our shared vision, to inspire and motivate students, staff and all other members of the school community. This vision includes core educational values, moral purpose and is inclusive of all stakeholders' beliefs and values.

#### **Duties and responsibilities**

The Head Teacher is responsible for both the school and the extended school activities. All duties and responsibilities, unless specifically stated are applicable to both the school and the extended school operations.

#### **A strategic direction and development of the school**

To work with the Barrow 1618 directors and governors, to further develop our strategic view for the school in its community and analyse and plan for future needs within the local, national and international context:

- work in partnership with all relevant partners to deliver the school's vision for outdoor learning
- provide educational vision and direction, in line with the school's strong ethos, which secures effective teaching, successful learning and achievement by students and sustained improvement in their spiritual, moral, social, cultural, mental and physical development and prepare them for the opportunities, responsibilities and experiences of adult life
- ensure that the vision is clearly communicated, understood, shared and effectively acted upon by all staff
- secure the commitment of parents and the wider community to the vision and direction of the school to shape and deliver a strategic plan, underpinned by sound financial planning, taking account of innovation and best practice, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement
- review overall aims and objectives for the school and policies for their implementation
- ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting long, medium and short term objectives and targets which secure the success of the school
- demonstrate an understanding of, and a commitment to, the potential of a thriving small rural primary school

- ensure that the management, finance, organisation and administration of the school support its vision and aims
- ensure that policies and procedures take account of national, local, school data and inspection research findings
- monitor, evaluate and review the effects of policies, priorities and targets of the school in practice and take action if necessary
- explore the possibilities of future partnerships and other opportunities to ensure the sustainability of the school

### **Leading teaching**

To work with the Barrow 1618 governors to secure and deliver effective teaching and learning throughout the school. and to monitor and evaluate the quality of teaching and standards of students' achievement, using benchmarks and setting targets for improvement:

- ensure that all students receive a consistently high quality of education through a programme that is meaningful, experiential and memorable
- make sure there is a consistent and continuous school-wide focus on student's achievement, using data and benchmarks to monitor progress in every student's learning
- be certain that learning is at the centre of strategic planning and resource management
- establish creative, responsive and effective approaches to learning and teaching
- build a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning
- be able to demonstrate and articulate high expectations and set stretching targets for the whole school
- be able to implement strategies which secure high standards of behaviour and attendance
- determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework
- be able to take a strategic role in the development of new technologies to enhance and extend the learning experience of students
- monitor, evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels and ensure effective corrective action and follow up is undertaken in line with personalised learning
- ensure that the extended school offers a broad range of activities and teaching that enhances and supports the vision and ethos of the school, and is aligned with the school curriculum and educational plan

### **Leading and managing staff**

To lead, motivate, support, challenge and develop staff to secure further improvement.

- ensure that constructive working relationships are formed between all staff
- maximise the contribution of staff in improving the quality of teaching, learning and standards of achievement
- plan, allocate, support and evaluate the work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service
- ensure a reasonable balance for teachers and other members of staff, in work carried out in school and at home
- implement and sustain effective and sensitive systems for the management of staff performance
- participate in arrangements for headteacher performance management
- provide support and challenge to middle management in order to enhance their impact on whole school development

- plan and provide a high quality professional development/training programme for all staff

### **Efficient and effective deployment of staff and resources**

To deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context:

- work with directors of the Academy Trust and governors to recruit staff of the highest calibre
- work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided
- advise the governing body and implement decisions in relation to staffing
- advise the governing body on the adoption of effective procedures to deal with the competence and capacity of staff
- advise directors of the Academy Trust and governors on appropriate priorities for expenditure, allocate funds and to ensure effective administration and control
- manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations
- make arrangements, if so required, for the security and effective supervision of the school buildings, contents and grounds, ensuring that any lack of maintenance is dealt with within appropriate timelines
- undertake responsibilities as defined in the Health and Safety Policy and/or such Health and Safety Policy as the governing body may have determined
- ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially hazardous activity
- manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money
- ensure that staff are encouraged to attend relevant INSET which increases their knowledge and understanding of diversity and promotes fundamental British values
- implement robust safeguarding policies, procedures, protocols and promote a culture of safe working practices to ensure a safe and supportive learning environment for children and staff
- ensure robust systems and procedures are in place to monitor and evaluate the quality of teaching and standards of learning and achievement
- lead or oversee the provision of SEN in the school

### **Accountability**

To be accountable for the efficiency and effectiveness of the school to the Barrow 1618 Academy Trust directors and governors, including pupils, parents, staff, local employers and the community:

- provide information, objective advice and support to the governing body to enable it to meet its responsibilities
- report to the governing body on the discharge of the headteacher's functions and the affairs of the school
- present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, directors, governors, the local community, the Diocese, OfSTED and others, to enable them to play their part effectively
- ensure that parents and pupils are well-informed about the curriculum, attainment and progress and about the contribution that they can make to achieving educational success
- hold staff to account for their part in the success of the school
- report to the Barrow 1618's directors/governors annually on the performance management of teachers

- provide information about the work and performance of staff where it is relevant to their future employment
- ensure individual staff responsibilities and accountabilities are clearly defined, communicated, agreed and understood and that they are reviewed and evaluated through rigorous and robust procedures consistent with statutory performance management policies and procedures
- supported by the school Chief Financial Officer, when appropriate and adequately prepared, assume the role of accounting officer to the school in line with EFA regulations.
- ensure that the school fulfils all of its statutory duties: eg maximising the impact of pupil premium and sports premium funding and reporting on this, deliver of statutory assessments, and ensuring school information regulations are complied with

### **Strengthening community**

To be able to build on a school culture and curriculum that takes account of the richness and diversity of the school's communities:

- uphold and promote the Barrow values and ethos
- create and promote positive strategies for challenging and dealing with prejudice
- ensure learning experiences for pupils are linked into and integrated with the wider community
- work in partnership with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well being of pupils and their families
- understand and build on the schools commitment to maximise learning opportunities presented by the outdoor environment
- seek opportunities to invite parents and carers, community figures, business or other organisations into the school to enhance and enrich the school and its value to the wider community
- to build and strengthen a community of staff which values and delivers educational excellence
- be able to contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives
- co-operate and work with relevant agencies to protect children
- enhance the existing links with the local parish and the Hereford diocese
- ensure that the school offers appropriate extended services