

**Foulds Primary School**

**Headteacher – Job Description**

**Introduction**

This job description has been based on the National Standards for Headteachers and should be read in conjunction with the four domains listed within those Standards.

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/396247/National_Standards_of_Excellence_for_Headteachers.pdf>

The Headteacher is accountable to the Governors for the organisation, management and control of the school. The job description is subject to annual review as part of the appraisal cycle.

**Core Purpose**

The Headteacher’s core purpose is to provide professional leadership and management for the school to secure its success and improvement. By working with the Governing Body, motivating and supporting staff and managing the day-to-day operation of the school, they will ensure that all our pupils benefit from high quality education and achieve high standards.

To succeed, a headteacher will be able to:

* provide vision, leadership and strategic direction
* manage learning and teaching effectively
* promote excellence, equality and high expectation for all pupils
* evaluate school performance and identify priorities for continuous improvement
* deploy resources to achieve the school’s aims
* carry out day-to-day management, organisation and administration
* secure the commitment of the wider community
* create a safe and productive learning environment which is engaging and fulfilling for all pupils; and
* work effectively with the school’s Governing Body.

**Shaping the Future**

The Headteacher will work with the Governing Body and others to create a shared vision and strategic plan for the school, which inspires and motivates pupils, staff and all other members of the school community and develops the ethos of the school linked to its core aims and values.

Activities will include:

* Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all;
* Working within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement;
* Developing policies and strategies for implementing the aims and objectives based on accurate school evaluation;
* Encouraging others within the school community to share in developing and delivering the vision for the school;
* Formulating effective school improvement planning;
* Demonstrating the vision and values in everyday work and practice;
* Motivating and working with others to create a shared culture and positive climate;
* Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence, and
* Advising the governors on developments in educational thinking and national and local initiatives that might benefit the school.

**Leading Teaching and Learning**

The Headteacher will be responsible for raising the quality of teaching and learning and for ensuring pupil achievement within the school. Working with the Governing Body, the Headteacher will develop and inspire staff with the necessary skills and knowledge to promote equality, respect diversity and challenge stereotypes in order to promote the rights of children and young people.

Activities will include:

* Ensuring a consistent and continuous school-wide focus on pupils’ achievement, using data and benchmarks to monitor progress in every child’s learning;
* Ensuring that learning is at the centre of strategic planning and resource management;
* Establishing creative, responsive and effective approaches to learning and teaching;
* Ensuring a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;
* Demonstrating and articulating high expectations and set stretching targets for the whole school community;
* Developing an ethos that supports an inclusive approach for all members of the school community;
* Developing and implementing effective strategies to improve the learning outcomes for vulnerable groups such as those with special educational needs (SEN), looked after children (LAC) or entitled to free school meals (FSM), so that the learning gap is narrowed.
* Ensuring that all members of the school community promote excellence, equality and high expectations for all pupils;
* Implementing strategies which ensure high standards of behaviour and attendance;
* Determining, organise and implement a diverse, flexible curriculum and implement an effective assessment framework;
* Taking a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils;
* Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies;
* Challenging underperformance at all levels and ensure effective corrective action and follow–up, and
* Ensuring that the school has an effective behaviour policy which promotes pupils’ self-discipline, proper regard for authority and encourages good behaviour

**Developing Self and Working with Others**

The Headteacher is responsible for developing effective relationships and communication to foster a professional learning community that enables everyone in the school to achieve. This will involve building a successful organisation through effective collaboration with others.

Activities will include:

* Fostering an open, fair, equitable culture and managing conflict;
* Developing, empowering and sustaining individuals and teams;
* Collaborating and networking with others within and beyond the school;
* Challenging, influencing and motivating others to fulfil their potential;
* Giving and receiving effective feedback and acting to improve performance;
* Acknowledging and accepting the need for support from others including colleagues, governors and the Local Authority;
* Maintaining effective working relationships with the school community and staff representatives;
* Ensuring there are appropriate continued professional development opportunities for all staff that feed into both personal development and school improvement;
* Developing and fostering partnership working with local schools, clusters, or other education establishments as appropriate, in order to develop the overall quality of provision available for children and students;
* Developing and maintaining a culture of high expectations for self and for others;
* Regularly review own practise, set personal targets and take responsibility for own personal development;
* Manage own workload and that of others to allow an appropriate work/life balance;

**Managing the Organisation**

The Headteacher is responsible for providing effective organisation and management of the school and seeking ways to improve outcomes and performance based on rigorous self-evaluation. This includes ensuring a safe learning environment, which sets the safety of children, young people and the whole school community at the heart of its working practices.

Activities will include:

* Leading the school in raising standards and school improvement;
* Creating a positive culture in which everyone is valued and respected;
* Establishing and sustaining appropriate structures and systems;
* Preparing plans and policies for consideration by the Governing Body;
* Delegating management tasks and monitoring their implementation;
* Recruiting, retaining and deploying staff appropriately and managing their workload to achieve the vision and goals of the school;
* Ensuring robust appraisal procedures are in place;
* Prioritising, planning and organising themselves and others;
* Ensuring the collection of a rich set of data to review and understand the strengths and weaknesses of the school;
* Ensuring that the outcomes of performance review feed into the school’s self-evaluation processes;
* Making professional decisions based on informed judgments;
* Thinking creatively to anticipate and solve problems;
* Ensuring that child safeguarding practices are fully embedded;
* Maintaining good order and discipline among the pupils and safeguarding their health, safety and well-being;
* Ensuring effective people management practices are in place and fully utilised, and
* Ensuring effective financial management, monitoring, planning and reporting is in place

**Securing Accountability**

The Headteacher is legally accountable to the Governing Body for the School, its environment and all its work. The Headteacher must also fulfil wider accountabilities in relation to pupils, parents, carers, the Local Authority and other relevant groups.

Activities will include:

* Demonstrating through action and behaviour the ethos of the school and encouraging others to act as positive role models;
* Ensuring that the whole school community is engaged in systematic, rigorous self-evaluation of the work of the school;
* Providing relevant information to the Governing Body to enable governors to carry out their statutory duties in providing challenge and support;
* Working closely with the Governing Body and others to ensure that effective school self- evaluation informs school improvement priorities;
* Combining the outcomes of regular school self-review with external evaluations in order to develop the school’s improvement planning;
* Communicating with children, parents and carers on their general progress and well-being.
* Consulting children, parents, carers and other members of the wider community on the future direction of the school;
* Ensuring the school is well-prepared and able to respond positively to external inspection and review by Ofsted or the Local Authority;
* Developing the pupil voice e.g. through the school council, and
* Ensuring that school finances, health and safety, premises, personnel and other relevant activities all conform to the required legal standards.

**Strengthening the community through collaboration and partnership**

The Headteacher will engage with the internal and external school community to secure improved educational outcomes. This includes collaborating with other schools, parents and carers, and other organisations to improve the life chances of all children and young people.

Activities will include:

* Recognising and championing opportunities for developing a rich and diverse school community, which respects the rights, responsibilities and dignity of all.
* Engaging in a dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities
* Listening to, reflecting and acting on community feedback
* Building and maintaining effective relationships with parents, carers, partners and the community to enhance the education of all pupils.
* Actively collaborating with other schools and organisations to improve educational outcomes for all children.
* Developing and securing effective school to school support.
* As a community leader, contributing to building a strong, cohesive and sustainable community.