**Post title: HEADTEACHER**

**Pay range: Group 6 - L29 (£78,359) – L35 (£90,773)**

**Job Purpose**

To provide dynamic and professional leadership for the school that builds upon change to secure its continued success and improvement, ensuring high quality education for all its pupils and improved standards of achievement. To inspire, challenge, motivate and empower all members of the school community to carry the vision forward.

The Headteacher will be responsible for providing strategic leadership, vision and management as well as fulfilling the statutory duties of The Forest School.

**Duties and Responsibilities**

1. **Shaping the Future – Strategic Direction and Development**
2. working with the Governing Body to take forward the strategic vision for the school and ensure the vision is clearly articulated, shared, understood and acted upon effectively by all staff
3. motivate staff to create a shared learning culture and positive climate through distribution of leadership through teams and individuals
4. develop, implement and evaluate the school’s policies, practices and procedures to support the strategic vision which will also promote and sustain school improvement
5. maximise and deploy resources and expertise within the school to raise achievement for all pupils
6. ensure creativity and innovation in the use of appropriate current and emerging technologies to maintain excellence across the school
7. introduce appropriate innovation in line with educational developments and management best practice in a rapidly changing environment.
8. maintain the very positive transition arrangements with feeder schools in the catchment areas.
9. **Leading Teaching and Learning/Outcomes and Standards**
10. lead and manage teaching and learning throughout the school
11. maximize the opportunities for all pupils through continuous and consistent focus on pupils’ achievement, using data and benchmarking to monitor progress in every pupil’s learning
12. establish creative, responsive and effective approaches to learning and teaching
13. set high expectations and set stretching targets for the school community
14. monitor, evaluate and review school practice and promote improvement strategies
15. tackle under-performance at all levels
16. ensure high quality teaching is at the heart of strategic planning and resource management
17. monitor and evaluate the quality of teaching and standards of learning and achievement
18. establish creative, responsive and effective approaches to teaching and learning and contribute to the development of collaborative sharing of good practice and improving the learning experience for pupils
19. empower pupils to take an active part in their own learning and to take personal responsibility for improving their future opportunities for educational experience
20. implement strategies which secure high standards of behaviour and attendance
21. determine, organise and implement a diverse, flexible curriculum and effective assessment frameworks
22. continue to promote a culture which encourages aspiration within school communities and celebrates success and achievement
23. take a lead in the development of new and emerging technologies to improve the learning experiences for pupils
24. challenge underperformance at all levels and ensure effective corrective action, support and review
25. maintain the effective partnership with parents and the wider community to support and enhance the achievement and personal development of pupils.
26. **Developing Self and Working with Others**
27. maintain effective strategies and procedures for, staff induction, professional development and performance management in line with agreed local and national policies and procedures
28. maintain a culture of high expectations for self and others and take appropriate action when necessary
29. ensure effective planning, allocation, support and evaluation of work of teams and individuals, ensuring clear delegation of tasks and responsibilities
30. regularly review own practice, set personal targets and take responsibility for own personal development
31. treat people fairly, equitably and with dignity and respect to create and maintain a positive culture
32. maintain a collaborative learning culture within the schools and actively engage with other schools to build effective learning communities
33. ensure adequate provision to enable an appropriate work/life balance for all
34. manage the arrangement for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers.
35. **Managing the Organisation**
36. ensure the on-going development of organisational structures which reflect the school's values and enables effective and efficient operations
37. produce and implement evidence-based improvement plans and policies for the on-going development of the school
38. effectively and strategically manage the school's human, financial and physical resources to support the school's goals and priorities
39. recruit, retain and deploy staff appropriately
40. manage the setting of annual performance management targets for staff and review progress against them in line with agreed policy and procedures
41. ensure that the use of resources provides value for money
42. promote and develop a safe working practice culture to ensure staff and pupils are supported and safe.
43. **Securing Accountability**
44. promote an ethos which enables everyone to work collaboratively
45. ensure individual staff accountabilities and responsibilities are clearly defined, communicated, understood, agreed and recorded and are subject to robust and rigorous review and evaluation in accordance with statutory performance management policy and procedures
46. work, advise and support the Governing Body to enable it to meet its statutory responsibilities
47. ensure every individual pupil has access to high quality teaching and learning
48. present a clear, coherent and accurate account of performance to a range of audiences.
49. **Strengthening Community**

a) promote positive strategies for challenging discrimination

b) ensure a range of community-based learning experiences

c) collaborate with other agencies to ensure pupil and community needs are met

d) promote community cohesion, extended services and work with other partners

e) collaborate with other agencies to provide a holistic approach to the well-being of staff, pupils and their families.

This work will be in accordance with:

1. the School Teachers’ Pay and Conditions Document
2. the provisions of the Education Acts and any orders and regulations having effect there-under
3. the Instrument of Government for the school
4. any scheme prepared by the Local Authority under Section 48 of the School Standards and Framework Act (1998)
5. the terms of her/his contract of employment
6. any rules, regulations or policies laid down by the Local Authority with respect to matters for which the Governing Body have responsibility as derived from any of the sources specified above and
7. any rules, regulations or policies laid down by the Local Authority with respect to matters for which the Governing Body is not responsible.

**The Headteacher is responsible for ensuring that:**

The school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.