

Fynamore School

Headteacher Job Description

Role Purpose

- To provide strategic leadership and management that has a positive impact on outcomes for children.
- To be responsible for the day-to-day management, organisation and administration of the school.
- To develop policies and practices and to ensure that resources are efficiently and effectively used to achieve the school's aims and objectives.
- To ensure high quality education and a productive learning environment by effectively managing teaching and learning.
- To establish a culture that promotes excellence, equality and high expectations.
- To secure high standards of behaviour and safeguarding .
- To provide strong financial management.
- To evaluate school performance and determine improvement priorities.
- To ensure staff and pupil wellbeing.

Responsibilities

Pupils and Staff

1. Demand ambitious standards for all pupils to overcome disadvantage, holding staff to account for their impact on pupil outcomes.
2. 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.
3. 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.

4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

School Improvement

1. Work with other schools and organisations to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Use evidence-based research to inform school improvement and secure excellence for the whole school community.
4. Shape the current and future quality of teaching through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance.
6. Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Systems and Processes

1. 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.
2. 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 society.
3. 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.
4. Actively support the governing board to deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
5. 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.
6. Distribute leadership throughout the school by establishing distinct roles, responsibilities and accountability.

Qualities and Knowledge

1. Ensure that all stakeholders are clear about school values and purpose.
2. Maintain positive relationships with staff, children, parents/ carers and the wider community.
3. Ensure current understanding of education and school systems to inform and ensure continuous professional development for all staff.
4. Apply national and regional policy to secure best value for money in relation to outcomes for children.

Headteacher's Objectives

The Headteacher's objectives are set and reviewed annually. They are currently based around succession planning; maths and outcomes; and finance and outcomes. We also set a personal development objective annually.



"I am proud that the children work hard and of how lovely and nice the teachers are."