



NORTHGATE
High School

Headteacher – Job Description



Post title: Headteacher

Pay range: L35-L41

Responsible to: The Governing Body of Northgate High School

The Headteacher will be expected to fulfil the professional duties listed in the School Teachers' Pay and Conditions Document, as updated annually.

The Headteacher will also be expected to meet the National Standards of Excellence for Headteachers 2015. This document sets out in four domains a set of aspirational standards. The Governing Body will use these standards with the Headteacher in developing strategic targets for the school and for the setting of performance management objectives.

"Headteachers occupy an influential position in society and shape the teaching profession. They are lead professionals and significant role models within the communities they serve. The values and ambitions of headteachers determine the achievements of schools. They are accountable for the education of current and future generations of children. Their leadership has a decisive impact on the quality of teaching and Students' achievement in the nation's classrooms. Headteachers lead by example the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff. They secure a climate for the exemplary behaviour of students. They set standards and expectations for high academic standards within and beyond their own schools, recognising differences and respecting cultural diversity within contemporary Britain. Headteachers, together with those responsible for governance, are guardians of the nation's schools."
(National Standards for Headteachers 2015)

Governors recognise the demands on school leaders and are committed to supporting the Headteacher and his/her staff in their important roles.

Vision and Core Purpose

- To lead the academic, spiritual, moral, social and cultural development of pupils and students at the school, focussing on providing the best possible education for our students
- To promote and safeguard the welfare of pupils and students

Teaching and Learning

- Lead the improvement and development of the school on the basis of evidence and knowledge about effective practice and to promote a strong culture of continuous professional development for our staff.
- Propose, organise and implement an appropriate curriculum for the school, having regard to the needs, experience, interests, aptitudes and stage of development of the students, the resources available to the School and duties under relevant legislation.

- Set ambitious standards for all students, seeking to overcome disadvantage, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
- Secure and maintain outstanding teaching for all students through an understanding of the features of successful classroom practice and curriculum design.
- Evaluate the standards of teaching and learning in the School and determine how they might be improved.
- Ensure that proper standards of professional performance are established, maintained and improved.
- Ensure that the progress of students in the school is monitored and that assessment data is used proactively to guide the teachers' activities and the students' learning.

Leadership and Management

- Work with the Governing Body to formulate the overall aims and objectives of the school and its policies and to implement them; specifically drafting the School Improvement Plan for discussion and approval.
- Act at all times as an ambassador for the school in a manner which upholds its values, culture and ethos.
- Act as a role model for all school staff and share with them the strategic vision for the School.
- With the involvement of the Governing Body where appropriate, decide the strategic staffing structure of the School and lead the selection, appointment and retention of the teaching and support staff.
- Implement robust safeguarding practices and ensure effective links with external agencies related to students' welfare.
- Support the Governing Body to deliver its functions ever more effectively – in particular its functions to set school strategy and hold the Headteacher to account for student, staff and financial performance.
- Exercise strategic curriculum-led financial planning to optimise use of the school's resources

Wider Engagement and Contribution

- Develop the capacity of the school to work with other schools and improve the quality of education and to promote effective relationships with stakeholders, including:
 - other local primary, secondary and special schools, further and higher education establishments
 - the Local Authority
 - representatives of the local community
- Develop effective relationships with other services and organisations to improve academic and social outcomes for all students.
- Harness the findings of well evidenced research to help contribute to the self-improving school and school-led systems.
- Inspire and influence others within and beyond the school to believe in the fundamental importance of education in young people's lives and to promote the value of education.
- Provide for liaison and co-operation with the DfE, and Regional Schools Commissioner making such reports to them as they may properly require, either on a regular basis or from time to time.

May 2018