 **Shelton Junior School**

**Job description Headteacher L15 – L21 dependant on experience**

**Responsible to**: the Governing Body of Shelton Junior School, represented by the Chair.

The Governors of Shelton Junior School base the core of the Headteacher’s job description and person specification on the National Standards of Excellence for Headteachers (2015) published by the DfE.

Our Headteacher will provide a professional vision and leadership for the school ensuring its success, providing high quality education for all its pupils and improved standards of learning and achievement. The role will embrace a culture of continuous improvement, engaging and fulfilling education across all year groups, and in accordance with statutory requirements and relevant policies and procedures.

Our Headteacher will:

* maintain and evolve our ethos and culture to promote equality and high expectations of all staff and pupils to ensure they fulfil their potential, whilst supporting their well-being.
* secure a climate for the outstanding behaviour of pupils, ensuring they feel safe, valued and successful.
* provide direction that inspires and motivates staff, pupils and other members of the school community, ensuring that pupils continue to foster a love of learning.
* have a commitment to safeguarding and promoting the safety and welfare of children while maintaining an open and friendly environment in the school, including undertaking the role of Designated Safeguarding Lead.
* be responsible for evaluating the school’s performance and identify priorities for continuous improvement and raising standards, building a collaborative learning culture and actively engaging with other schools, academies and partnerships to build effective learning communities.
* ensure our assessment process and data reporting are robust and effective to monitor progress and clearly communicated to staff and governors.
* develop effective policies and practices to ensure that resources are efficiently and effectively used to achieve the school’s aims and objectives.
* be accountable to the Governing Body as a foundation school and support collaborative working to drive school improvement.
* provide strong financial management and be accountable for the financial planning of budgets and resources.

**Qualities and knowledge**

Our Headteacher will:

* work closely with the Governing body and others to ensure that the school’s vision and strategic plan are clear, effective and can be understood. Ensure that strategic planning takes account of the diversity, values and experience of the school and community at large.
* work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain continued school improvement and a sense of team ownership. Ensure creativity, innovation and the use of appropriate new technologies and initiatives are applied to achieve excellence.
* lead by example – with integrity, creativity, resilience, and clarity – drawing on their own expertise and skills, and that of those around them.
* demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
* work with political and financial astuteness, within a clear set of principles centred on the school’s vision, ably translating local and national policy into the school’s context.
* Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally and continue to engage with staff to provide high quality teaching through training and sustained professional development including clear succession planning.
* within the school’s ethos, model innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
* present a coherent account of the school’s performance in a form appropriate to the range of audiences, including governors, the local community, Ofsted and other necessary stakeholders.
* foster an autonomous culture that ensures policies and practice take account of national and local policies and initiatives and comply with legal requirements.

**Leading and managing staff and pupils**

Our Headteacher will lead in achieving high quality teaching and learning by:

* providing 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.
* forging a culture of equality of opportunity, celebrating pupil achievements in all aspects of school life, and promoting high expectations.
* implementing an effective staff structure to achieve best outcomes for pupils.
* working closely with the School Business Manager to provide excellent knowledge of financial planning of budgets and resources, in the best interest of the school’s sustainability. Ensuring that learning is at the centre of strategic planning and resource management.
* ensuring a consistent and continuous school-wide focus on pupils’ achievement, using data by developing an effective assessment framework and setting appropriate benchmarks to monitor progress in every child’s learning.
* demanding ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupils’ outcomes.
* monitoring and evaluating the effectiveness of the curriculum to ensure it is providing the best opportunity for pupils to enjoy and achieve their potential. Establishing creative, responsive and effective approaches to learning and teaching that are sustainable & appropriate to the evolving needs of the dynamics of the community.
* providing an educational culture of ‘open classrooms’ and sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
* Identify emerging talents, creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
* maintaining a code of behaviour and conduct which promotes and secures consistently high quality teaching, effective learning, high standards of achievement, good behaviour and discipline, and enables staff to meet the standards set out in the professional development framework.

**Efficient systems, processes and resources**

The Headteacher will:

* 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.
* maintain a strong relationship with the Governing Body by providing information, objective advice and support for the continuous success of the school. Advise in particular on governance functions, to set school strategy and enable the governors to hold the Headteacher to account for pupil, staff and financial performance.
* regularly monitor the budget and exercise effective strategic, curriculum-led financial management and planning of school resources.
* ensure that financial requirements of the DfE are met; that sound internal financial controls are in place as described in the SFVS and audit recommendations.
* manage and organise accommodation and resources so that health and safety needs are addressed and that resources are sustainably planned to meet present and future needs.
* ensure all contractual commitments are met.
* 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.
* distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
* ensure that professional duties are fulfilled as specified in Teachers Pay & Conditions, and
* ensure that all statutory and advisory duties regarding Safeguarding are in place and robustly monitored.

**Leading school self-improvement**

The Headteacher will:

* create outward-facing schools which work with other schools, organisations and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
* develop effective relationships with fellow professionals and colleagues in other public services, including the Local Authority, to improve academic and social outcomes for all pupils.
* building and maintaining an effective partnership with parents and carers to support and improve pupils’ achievement and personal development.
* ensuring learning experiences for pupils are linked into and integrated with the wider community.
* collaborating with other agencies in protecting children and providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
* shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
* model entrepreneurial and innovative approaches to school improvement, leadership and governance, and
* 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.

**Safeguarding**

* 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.
* Ensure that the child protection and safeguarding policies and procedures adopted by the Governing Body are fully implemented and followed by all staff.
* Ensures that sufficient resources and time are allocated to enable staff to discharge their child protection and safeguarding related responsibilities effectively.

To work flexibly in the interests of the school. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities.