**JOB DESCRIPTION**

Post Title: Headteacher

Responsible to: The Governing Board of Redborne School and Community College

**Strategic Leadership**

The Headteacher will work with the Governors and others to create a shared vision and strategic plan, which will inspire and motivate pupils, staff and all other members of the school community.

The Headteacher will:

* Provide outstanding leadership and management to the school.
* Ensure the vision for the school is clearly articulated, understood and acted upon effectively by all to create a shared culture and a positive climate for teaching and learning.
* Work within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.
* Ensure creativity, innovation and the use of new methodologies to achieve excellence.
* Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experience of the school and community at large.
* Work with Governors to enable them to fulfill their responsibilities, in particular setting overarching school strategy and holding the Headteacher to account for pupil, staff and financial performance.
* Establish collaborative and open relationships with all stakeholders.

**Managing the School**

The Headteacher will provide effective management of the school and continuously seek to improve organisational structures based on self-evaluation.

The Headteacher will:

* Take responsibility for safeguarding and promoting the welfare of children.
* Create an organisational structure that reflects the school’s values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
* Produce and implement clear, evidence-based improvement plans and policies for the development of the School and its facilities.
* Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives, and the needs of the curriculum and health and safety regulations.
* Manage the school’s financial and human resources effectively and efficiently to improve the quality of education for all students and provide value for money.
* Recruit, retain and deploy staff appropriately and establish rigorous, fair and transparent systems and measures for managing their performance, while supporting staff to improve, valuing excellent practice and addressing any under-performance.
* Use technologies effectively and efficiently to manage the school.

**Leading Learning and Teaching**

The Headteacher has a central responsibility for raising the quality of teaching and learning. This involves high expectations, maintaining and evaluating outcomes and establishing a successful learning culture, all of which impact on students’ achievement.

The Headteacher will:

* Ensure a consistent and continuous school-wide focus on students’ achievement, using data and benchmarks to monitor progress in every student’s learning.
* Ensure that learning is at the centre of strategic planning and resource management.
* Ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.
* Demonstrate and articulate high expectations and set stretching targets for the whole school community.
* Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing exemplary behaviour and attendance within the school and wider community.
* Determine, organise and implement a diverse, flexible curriculum in line with current practice at the school.
* Monitor, evaluate and review classroom practice and promote improvement strategies.
* Challenge under-performance by students at all levels and ensure action is taken to secure improvement.

**Developing Self and Working with Others**

Excellent communication and relationships are key to effective leadership and management. The Headteacher needs to build a professional learning community that enables others to achieve.

The Headteacher will:

* Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
* Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
* Develop and maintain effective strategies and procedures for staff induction, professional development, performance management and succession planning, where appropriate.
* Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities, with celebration of the achievements of individuals and teams.
* Regularly review own practice and achievements, set personal targets and take responsibility for own personal development.
* Take account of feedback from others.
* Manage own workload and that of others to allow an appropriate work/life balance.

**Strengthening Community**

The Headteacher should engage with the internal and external school community to secure equity and entitlement and collaborate strategically and operationally with a wide range of partners to bring positive benefits.

The Headteacher will:

* Build a school culture and curriculum which takes account of the richness and diversity of the school’s communities.
* Ensure learning experiences for students are linked into and integrated with the wider community.
* Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families.
* Create and maintain an effective partnership with parents and carers to support and improve pupils’ achievement and personal development.
* Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
* Create and promote positive strategies for challenging racial and other prejudice and any form of discrimination or harassment.
* Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.