

JOB DESCRIPTION

HEADTEACHER – WOODSETTS PRIMARY SCHOOL

Salary Scale: Leadership Scale L12 – L18 (£51,639 - £59,857)










Accountable to: The Chief Executive Officer (WWPAT) & Local Governing Body

The postholder must at all times carry out their duties and responsibilities within the spirit of White Woods Primary Academy Trust's (WWPAT) policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

Purpose of the Job







To provide professional, inspirational leadership and management to create a shared vision and strategic plan that inspires and motivates pupils, staff, parents and all other members of the school community ensuring high quality education for all its pupils.

To achieve success, the Headteacher will:





-  Provide vision, leadership and direction to the staff, pupils and other stakeholders
-  Effectively manage teaching and learning; implementing appropriate and agreed changes to academic provision
-  Ensure the best outcomes for pupils both in terms of attainment and progress
-  Promote excellence, equality and high expectations for all pupils
-  Deploy all resources, including staff and financial resources to achieve the school's aims and provide regular reports to the Governors and the Chief Executive Officer
-  Evaluate school performance and identify priorities for continuous improvement
-  Secure effective day to day management, organisation and administration
-  Maintain strong relationships with the community, stakeholders and the Trust
-  Create a safe and productive learning environment which is engaging and fulfilling for all pupils

Policy Framework and Requirements

The Headteacher shall carry out their professional duties in accordance with and subject to:





-  The School Teachers Pay and Conditions Document
-  The provisions of the Education Acts
-  Any orders and regulations having effect thereunder
-  The instrument of government of WWPAT and Woodsetts Primary School
-  WWPAT Scheme of Delegation and policies
-  Targets as agreed with WWPAT

The Headteacher shall carry out such duties in accordance with and subject to the following:

-  Any rules, regulations or policies laid down by WWPAT and the governing body under their powers
-  Any rules, regulations or policies laid down by WWPAT with respect to matters for which the governing body is not responsible
-  Any rules, regulations or policies laid down by WWPAT as his/her employer
-  The terms of his/her employment







Professional Duties

The professional duties of a Headteacher shall include:

-  School aims:
 -  Formulating the overall aims and objectives of the school and policies for their implementation
-  Strategic direction and development of the school:
 -  Leading by example, providing educational vision and direction to secure the strong and passionate commitment of staff, parents/carers and pupils









Strategic Direction and Development of the School

The Headteacher will:

-  Work with the CEO and Governing Body to provide vision, leadership and a clear direction for the school
-  Formulate the overall aims and objectives of the school and policies for their implementation
-  Produce, monitor and evaluate a school development plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement
-  Secure the commitment of staff, pupils, parents and the wider community to the vision and direction of the school
-  Ensure that the management, finance, organisation and administration of the school support its vision and aims
-  Ensure that safeguarding and protecting children is a core priority to the school's work within a culture of vigilance




Teaching and Learning

The Headteacher will:

-  Promote and secure outstanding teaching, effective learning, high standards of achievement, good behaviour and discipline within a safeguarding culture
-  Determine, organise, implement and monitor the curriculum and its assessment in order to identify and act on areas for improvement
-  Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils in order to set and meet challenging, realistic targets for improvement
-  Ensure continuing effective systems of planning, assessment, recording and reporting, using data and benchmarks to monitor attainment and progress, in every child's learning
-  Use this data continuously to support and improve standards
-  Create and maintain an effective partnership with parents to support and improve pupils' achievements and personal development
-  Promote equality and inclusion in all aspects of school life
-  Formulate the overall aims and objectives of the school and policies for their implementation


Safeguarding









The Headteacher will:

-  Ensure that all statutory requirements are met, especially in relation to safeguarding and health and safety
-  Implement all required safeguarding updates into school policies and procedures as the Designated Safeguarding Lead
-  Co-operate and collaborate with other agencies and partners to protect children and provide for the academic, spiritual, moral, social, emotional and cultural well-being of all pupils and their families

Leading and Managing Staff








The Headteacher will:

-  Lead the selection and appointment of the teaching and non-teaching staff of the school

-  Deploy and manage all teaching and non-teaching staff and allocating particular duties, including such duties of the Headteacher as may be properly delegated, in a manner consistent with their conditions of employment
-  Implement and sustain effective systems for the management of staff performance, incorporating targets for teaching, including targets relating to pupils' achievement
-  Ensure that teachers at the school receive information they need to carry out their professional duties effectively
-  Lead, motivate, support, challenge and develop staff at all levels in order to secure and sustain continuous improvement and staff well-being and to be committed to personal continuing professional development
-  Support middle and senior leadership of the school to build capacity, recognize existing talents and encourage delegation
-  Challenge underperformance at all levels and putting in place effective procedures to deal with underperforming staff
-  Ensure that all staff, volunteers and others that work with children are safe, by following appropriate
-  Provide information, references and testimonials about the work and performance of staff employed at the school, with due regard to the principles of equal opportunities, where such information is relevant to their future employment










Finance and Resources



The Headteacher will:

-  Ensure adherence to Academy Financial Regulations and WWPAT Scheme of Delegation
-  Setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control
-  Manage, monitor and review the range, quality, quantity and use of all available resources in order to build on the quality of education, improve pupils' achievements, ensure efficiency and secure value for money and compliance with statutory and other requirements
-  Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
-  Advise the Trust and Governing Body on the annual priorities and formulation of the budget to ensure that the school achieves its objectives
-  Ensure the regular monitoring of the budget
-  Manage the school's financial and human resources effectively and efficiently to achieve the educational goals and priorities

Accountability

The Headteacher will:

-  Be accountable to the Trust and Governing Body for all aspects of the performance of the school
-  Secure a positive, open and collaborative working relationship with the Trust and Governing Body to develop a shared vision and clear strategy for the school, and take ownership for leading its implementation
-  Work closely with the CEO and Governing Body to facilitate the work of the Trust and Governing Body and maximise the contribution of all governors
-  Provide information, objective advice and support to the Governing Body to enable it to meet its statutory responsibilities
-  Implement the decisions of the Trust and Governing Body
-  Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences
-  Ensure that parents and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make to achieving the school's target for improvement
-  Work collaboratively with the Trust and Governing Body and those of its sub-committees, as appropriate, to enable them to fulfil their strategic monitoring, statutory and wider responsibilities
-  Develop an organisation in which staff recognise they are responsible for the success of the school and individual accountabilities are clearly defined, understood, agreed and acted upon

-  Ensure that effective communications are maintained within and beyond the school, with the Trust and other stakeholders
-  Ensure that parents, carers and pupils are fully engaged and well informed about all aspects of the school

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. The postholder is expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post, the school and the Trust.

White Woods Primary Academy Trust is committed to safeguarding and promoting the welfare of the children and expects all staff and volunteers to share this commitment. This post will be subject to clearance by the Disclosure and Barring Service at Enhanced level.

All the above duties and responsibilities to be carried out in accordance with White Woods Primary Academy Trust's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.