


<p>Buckholme Towers School</p> <p>Job Description: Headteacher</p> <p>Responsible to: The Proprietor</p> <p>Pay Scale: Commensurate with the post and according to experience</p>	 <p>Happiness through education, education through happiness</p>
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### **Main Purpose of the Job**

- Working with and under the authority of the Proprietor, the Headteacher will have responsibility for the day to day organisation and operation of the school. This will involve providing regular detailed reports and attending regular meetings with the Proprietor.
- To be responsible for the leadership and internal organisation, consulting appropriately while so doing, to maintain high quality education for all pupils and achieve high standards in all areas of the school.
- To promote and safeguard the welfare of children and young persons for whom the school and Proprietor is responsible and those with whom they come into contact.
- To use strong analytical skills to ensure agreed plans lead to appropriate actions and positive impact.
- To promote and maintain the school's happy ethos.

### **Shaping the Future**

- Ensure that the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrate the vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive climate.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and the community at large.

### **Leading Teaching and Learning**

- Ensure a consistent and continuous school-wide focus on teaching, pupils' learning and achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensure that learning is at the centre of teaching, strategic planning and resource management.

- Undertake a teaching role that staff can observe to further improve teaching standards across the school.
- Maintain a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Determine, organise and implement a diverse, flexible curriculum and maintain an effective assessment framework.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge under performance at all levels and nurture those who are gifted and talented, ensuring effective action and follow-up.
- Oversee the policy for the pastoral care of the pupils while ensuring that the standard of behaviour and attendance of the pupils is excellent.
- Ensure an awareness of the process of selection in the transfer of pupils to secondary education.

### **Developing and Working with Others**

- Treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture.
- Maintain 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 and performance review.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Creating and maintaining positive relationships with parents.

### **Managing the Organisation**

- Maintain an organisational structure that reflects the school's values, and enable the management systems, structures and process 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.
- Manage the school's staff effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals for the school.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, all health and safety regulations, and inspires and motivates children and staff.

### **Securing Accountability**

- Maintain a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Provide information and accurate accounts of the school's performance to a range of audiences including the proprietor, staff, parents and carers.