# Model Job Description: Primary School Headteacher

*This school/college is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

The Headteacher will carry out his/her professional duties in accordance with and subject to the National Conditions of Employment for Headteachers and the School Government Regulations.

The Headteacher will be responsible to the Governors for the conduct, management and administration of the School, subject to any policies which the Department for Education and employment and the Governors may make. The job description is subject to annual review.

# Accountabilities

1. Teaching
   1. Participate, to such an extent as may be appropriate having regard to other duties, in the teaching of pupils at the School, including the provision of cover for absent teachers.
2. Management of Pupils’ Attainment and Progress
   1. Determine, implement and monitor systems for monitoring and improving pupils' attainment and progress.
   2. Determine and implement standards of behaviour and discipline.
3. Management of Staff
   1. Ensure high standards of teaching.
   2. Lead, motivate, deploy and manage staff.
   3. Establish an appropriate staff structure and define staff tasks, responsibilities and job descriptions.
   4. Participate in and advise Governors on the selection and appointment of high quality staff.
   5. Develop and implement policy and procedures for staff development, appraisal and support.
4. Management of Curriculum
   1. Determine, implement and review the curriculum to ensure breadth, balance and relevance to all pupils whatever their abilities, aptitudes and needs.
5. Financial Management
   1. Take overall responsibility for the management of all the School's financial resources.
   2. Determine short, medium and long term priorities for the School having regard to any financial implications and the ability to meet these from foreseen income.
6. Management of Resources and Premises
   1. Ensure the development, maintenance, security and safety of the School buildings, grounds and equipment.
7. Management of the School within the Community
   1. Establish and maintain communication with employers and links with supporting external agencies and the media.
   2. Represent the School to other groups and the local community.
   3. Support and encourage the involvement of parents in the life and work of the School through the medium of the Parent Teacher Association and by other appropriate means.
   4. Promote links with local primary schools and secondary Headteachers.
8. Management and Governance
   1. Advise and assist the Governing Body in the exercise of its functions.
   2. Draft the school development plan for consideration by the Governing Body.

# Person Specification Notes

## General Qualities

* Evidence that s/he is: articulate and inspiring; stable and supportive.
* Evidence that s/he has health, stamina, energy, drive and confidence.
* Capacity for development and evidence of pursuing appropriate professional development recently.
* Evidence of ability to grapple with priority issues and be adaptable and responsive to circumstances.
* Evidence of the ability to gain and maintain the confidence and respect of colleagues, pupils and parents and is a balanced decision maker with consistency of judgement and inner integrity.
* Evidence that s/he will have due regard for existing good practice and will implement any necessary change with foresight and sensitivity.
* Evidence that s/he is a person with vision.
* Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, in their teaching and in their communication with parents/carers and the wider community.

## Teaching

* Substantial successful teaching experience in the age range.
* Energy and stamina.

## Management of Pupils’ Attainment and Progress

* Evidence that s/he is concerned about individual needs and regards personal achievement for each individual in the School community as a high priority.
* Evidence of the ability to inspire high levels of performance in pupils.
* Evidence of the ability to analyse the complexity of issues relating to pupils’ attainment and progress and develop effective and creative responses.

## Management of Staff

* Evidence that s/he has significant experience and a proven record of achievement as a senior manager in primary education.
* Evidence that s/he is an energetic, committed and creative professional able to lead and maintain high morale.
* Evidence that s/he will address problems and resolve conflict by applying skills of leadership, arbitration and reconciliation.
* Evidence that s/he is able to lead by example, a team worker but also a self-starter who motivates and gets results.
* The ability to handle difficult situations effectively with subtlety and sensitivity.
* Positive, optimistic and approachable with a commitment to equal opportunities and high achievement.

## Management of Curriculum

* Evidence of depth of knowledge of the National Curriculum and sound experience of curriculum delivery, monitoring and assessment.
* Evidence of the ability to analyse complex curriculum issues and develop effective and creative responses.
* Evidence of the skills necessary to communicate effectively about curriculum, both within the Schooland in the community, for example to parents.

## Financial Management

* Financial management experience and understanding.
* The ability to analyse complex issues and develop effective and creative responses.

## Management of Resources and Premises

* The ability to analyse complex issues relating to resources and premises issues, and develop effective and creative responses.
* Concern for the quality of the School environment.

**Management of the School within the Community**

* Evidence of effective communication with staff, parents, pupils and governors and is sensitive to the School's role within the community.
* Evidence that s/he will establish effective links with the community.
* Evidence of the ability to establish a “standing” within the community.

**Management and Governance**

* Evidence that s/he will work with an active and supportive Governing Body in the development of the School.
* Evidence of management and governance experience and the ability to analyse issues in relation to management and governance and develop effective and creative responses.