

BIRMINGHAM CITY COUNCIL DIRECTORATE OF CHILDREN, YOUNG PEOPLE
AND FAMILIES

HUNTERS HILL COLLEGE

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

HEAD TEACHER - JOB DESCRIPTION

SALARY SCALE: GROUP 6 (L32 to L38)

As required by Paragraphs 44-48 & 52 of the School Teachers' Pay and Conditions Document.

1. Job Purpose

As required by paragraph 44-48 & 52 of the School Teachers' Pay and Conditions Document, to be responsible for the internal organisation, management and control of the school.

To lead and manage within an agreed strategic framework so that the school is effective, self-managing, self-evaluating and self-improving and with high achieving students and staff.

2. Duties and responsibilities

2.1 General

To act in accordance with the requirements of paragraphs 44-48 & 52 of the School Teachers' Pay and Conditions Document

To undertake the professional responsibilities of a head teacher as set out in paragraph 47 of the School Teachers' Pay and Conditions Document

To act in accordance with other legislation affecting the conduct of the school, particularly that governing health and safety matters and employment rights

2.2 Specific

To be accountable to the Governing Body for the overall performance of the school and its day to day operation.

To establish, develop and maintain professional and productive working relationships with the Governing Body, Local Authority, parents/carers, staff, students and all external agencies.

To maximise opportunities by developing and maintaining partnerships with other agencies.

To encourage close parental involvement in the day to day life of the school and to ensure that communication between the school and the home is effective, particularly in regard to student well-being and progress.

With Governing Body and other key stakeholders, to develop an agreed strategic plan for the school that includes short, medium and long-term targets which is based upon secure and robust financial/resources planning.

To have a clear vision.

To lead and analyse data to shape the future direction of the school.

To implement and develop the whole curriculum as agreed with the Governing Body.

To develop, monitor, evaluate and improve the quality of teaching for all students.

To ensure achievement is maintained and improved and that challenging and motivating targets are set for individual students and the school.

To facilitate and support teaching and learning through the maintenance and development of a high quality physical and learning environment which is safe for all.

To ensure all staff understand the vision and ethos of the school.

To be responsible for the financial management which includes income generation, integration of financial planning and strategic and curriculum planning, the implementation and maintenance of secure procedures and systems and adherence to all financial regularions.

To recruit, retain, reward and motivate staff who can achieve the objectives of the school.

To develop a flexible leadership and management style that is consistent with the ethos and culture of the school.

To be accountable and responsible for the safeguarding of students in school, on educational visits and in residence.

3 Line Management

To be responsible for the management and effective supervision of all staff.

4 Conditions of employment

The above responsibilities are in accordance with the School Teachers' Pay and Conditions Document in terms of duties and working time and are also subject to any local agreements and LA guidance on interpreting conditions of service.

5. Review and Amendment

- 5.1 This job description is normally subject to annual review. Subject to the provisions of the School Teachers' Pay and Conditions Document it may be amended at the request of the Governing Body or the Head Teacher but only after full consultation between them. It will be signed if agreement is reached.

6. Complaints

- 6.1 If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Job description issued after consultation _____
(Signature of the Chair of the Staffing Committee)

Copy received by _____ (Signature of the Head Teacher)

Date _____