Headteacher– Job description

**Job title: Headteacher**

**Salary range: L18 - 24**

**Responsible to:** **Deputy CEO Aspire Educational Trust**

The Headteacher is responsible for the teaching, learning and assessment of the pupils at Holmes Chapel Primary School and accountable for ensuring the educational success of the school. The Headteacher is expected to drive the specific core values and vision of the school and ensure they are fully implemented. S/he will provide professional leadership and management of the school and maintain a culture that promotes excellence, equality and high expectations of all staff and pupils, whilst contributing to the success of all children within the Aspire Educational Trust schools.

The Headteacher will be responsible for child protection and safeguarding of all pupils and for ensuring equality of opportunity throughout the school.

**Strategic development and direction**

Work with the Aspire Educational Trust Leadership Team and Local Advisory Board on the strategic view for the school in its community, analysing and planning for future needs and further development.

Work with the oversight and support of the Aspire Educational Trust Leadership Team to

* Create and implement clear evidence-based development plans and policies, underpinned by sound financial planning, which identify priorities and targets for improvement and raising standards
* Secure the commitment of all those involved in the school, including parents/carers and the wider community, to the vision, aims and direction of the school
* Monitor, evaluate and review the effects of policies, priorities and targets of the school in practice and act if necessary
* Ensure that the management, finance, organisation and administration of the school successfully support its vision and aims, and that resources are effectively and efficiently used

**Leading Learning, Teaching and Assessment**

Work with the Local Advisory Board to ensure that learning is at the centre of all strategic planning and resource management.

Work with the oversight and support of the Aspire Educational Trust Leadership Team to

* Secure and sustain effective teaching and learning throughout the school and monitor and evaluate the quality of teaching and standards of pupils’ achievement, using benchmarks and setting challenging and realistic targets for improvement
* Implement and monitor strategies which secure high standards of behaviour and attendance
* Determine, organise and implement an inclusive, diverse and flexible curriculum and implement an effective assessment framework
* Monitor, evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels and ensure effective corrective action and follow-up is undertaken to narrow the gaps, promoting equal opportunities for all
* Facilitate sustained improvement in spiritual, moral, cultural, mental and physical development so that pupils are prepared for the opportunities, responsibilities and experiences of life
* Create and maintain an effective partnership with parents to support and improve pupils’ achievement and personal development

**Leading and Managing Staff**

Work with the Aspire Educational Trust Leadership Team, Local Advisory Board and senior colleagues to recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.

Work with the oversight and support of the Aspire Educational Trust Leadership Team to

* Lead, motivate, support, challenge and develop staff to enable continuous improvement
* Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, and ensuring a reasonable balance for teachers and other members of staff in work carried out in school and work carried out elsewhere
* Implement Trust systems for the management of staff performance, incorporating appraisal and targets for teachers (including targets relating to pupils’ achievement), organising and participating in arrangements for staff performance management and advising the Local Governing Body on the adoption of effective procedures to deal with the competence and capacity of staff
* Ensure that all staff are appropriately trained, monitored, supported and assessed in relation to their job descriptions, taking part in INSET and other professional development opportunities as appropriate, and that trainees and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the current National Standards
* Ensure that communication channels exist in the school, which enable all staff to receive information they need in order to carry out their professional duties effectively and to contribute to the development of a school ethos which enables everyone to work collaboratively, and accept responsibility for the outcomes

**Effective Deployment of Staff and Resources**

With the oversight and support of the Aspire Educational Trust Leadership Team

* Deploy people and resources efficiently and effectively to meet specific objectives, in line with the school’s strategic plan and financial context
* Advise the Local Advisory Board and implement decisions in relation to staffing and appropriate priorities for expenditure
* Manage, monitor and review the range, quality, quantity and use of all available resources to improve the quality of education, improve pupils’ achievements, ensure efficiency and secure value for money
* Manage and organise the school’s environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
* Ensure the security and effective supervision of the school buildings, contents and grounds
* Undertake responsibilities as defined in the school’s Health and Safety policy, and ensure that appropriate risk assessments are undertaken before sanctioning any participation in any potentially hazardous activity

**Accountability**

Provide timely information requested by the Aspire Educational Trust Leadership Team and board of trustees to enable them to meet their responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money

Provide information, objective advice and support to the Local Advisory Board to enable it to meet its delegated responsibilities.

Have an up-to-date knowledge of statutory frameworks and regulations that affect the school and work with the Local Advisory Board to enable it to meet its responsibilities.

Report to the Local Advisory Board on the discharge of the Headteacher’s functions and the affairs of the school.

Ensure that parents and pupils are well-informed about the curriculum, attainment and progress and about the contribution that they can make to achieving the school’s targets for improvement

*This job description will be reviewed annually to reflect the development of the school and trust.*