

**Daventry Hill School**

**Job Description**

**Job Title:** Headteacher

**Responsibility:** To provide leadership and management for the school to the highest possible professional standards.

**Post Holder:**

**Responsible to:** The Governing Body

**Grade: Leadership Scale**

**General Information**

The appointment is subject to the current conditions of employment for school leaders as contained in the School Teachers’ Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislations.

This job description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually. Specific priorities in each year will be defined by the Governing Body with the postholder in line with the school’s strategic objectives.

**Standards and Quality Assurance**

To work with the governing body and others to develop the school’s vision, establish and maintain a culture and ethos that promotes effective collaboration, excellence, equality and high expectations of all pupils and staff.

Articulating and modelling the school’s vision and strategic direction, developing and implementing coherent operational plans which promote and sustain continuous school improvement.

To have responsibility for leading and managing all staff and acting as role model to ensure the highest standards are delivered at all times.

Be responsible for decision making and policy development across the school.

Develop links with governors, parents/carers, stakeholders.

Undertake the performance management of the Senior Leadership Team.

Be responsible for the School’s Self Evaluation and development towards the school becoming designated Ofsted Outstanding.

Be responsible for the school’s operations day to day and be the school’s Designated Safeguarding Lead.

**Main Activities**

**Curriculum and Pupil Learning:**

To work with the Governing Body to secure and sustain effective teaching, learning throughout the school and service, monitor and evaluate the quality of teaching and pupil’s achievements using benchmarks and target setting.

1. To monitor, evaluate and review classroom practice and promote improvement strategies to ensure that teaching is sustained at good and outstanding

2. To determine and implement a stimulating and effective curriculum that engages and motivates pupils with a wide range of complex needs and be capable of measuring achievement using data analysis within an effective assessment framework

3. To ensure that the school environment offers inclusive opportunities to all pupils whatever their need, using all available suitable technologies and other means.

**Pupil Welfare:**

Ensure that the school meets its statutory and best practice guidance on obligations for safeguarding and promoting the welfare of all children and young people particularly those with specific individual needs.

1. Ensure that the health and care needs of each pupil are assessed and met through

effective systems and appropriately trained and qualified staff.

2. Monitor the welfare of pupils, preparing regular reports to Governing Body.

3. Ensure that appropriate communication and liaison exists with families and carers, education, health and social care organisations and other professionals involved in students’ welfare

4. Ensure that all staff and others working with students are properly appointed and monitored in accordance with school policies, conform to legal requirements from safeguarding procedures including Safer Recruitment, and receive induction training and support to meet the welfare needs of students

**Community:**

To coordinate strategies that develop partnerships with parents, carers, other schools and agencies to improve pupil opportunities and safety in the wider community

1. To ensure that, when a pupil leaves the school, the transition to a new environment is carried out to the benefit of the pupil and in a timely and caring manner

2. To ensure that new pupils and their parents/carers are looked after and feel a part of the school and to continually work with all parents/carers, both in and out of school, to promote a whole family ethos.

3. To ensure the promotion of British Values.

4. To ensure that learning experiences for pupils are linked to and integrated within the local community.

5. To work with partner agencies for the protection and safety of our pupils.

6. To offer extended services for the benefit of pupils and parents/carers when appropriate.

**Staffing:**

To plan, allocate, support and evaluate work undertaken by groups, teams and individuals of tasks consistent with their conditions of service and available skills

1. To work with the Governing Body to ensure that staff of the highest quality are employed.

2. To ensure that all staff are trained in all skills that may be used in their work place and encourage staff to develop their career skills further by further suitable professional training.

3. To continue to develop the annual appraisal scheme as a means of securing practise that underpins excellent pupil outcomes.

4. To develop and sustain a healthy working environment.

5. To continually monitor and review the staffing structure to ensure that it meets the circumstances and pressures of the time.

**Premises:**

To deploy resources effectively to ensure that the school is a safe working environment and remains an exciting place for learning.

1. To ensure that staff and pupils feel a part of the school.

2. To continue to ensure that all Health and Safety legislation is followed and records kept for inspection by relevant bodies.

3. To ensure that the site is secure in order that pupils and staff are safe at all times.

4. To ensure the building is kept in a good condition and the grounds kept safe for pupils and appealing to visitors.

**Strategy and Accountability:**

To work with the Governing Body, staff, parents/carers and other stakeholders to develop a strategic view which takes into account future needs and changing circumstances.

1. To continually monitor and review the school improvement plan to ensure it is up to date and properly financed
2. To provide information, objective advice and support to the Governing Body to ensure that it is able to meet its statutory requirements and obligations to the school as a whole.
3. To ensure that parents/carers and pupils are well informed about any changes that may affect them.
4. To ensure that the school is properly financed and able to meet its statutory obligations.
5. To report annually on the performance management of teachers and support staf.
6. To present a coherent and accurate account of the school’s performance to a range of audiences, governors, parents, OFSTED.

A statement of points and salary will be issued in September of each year.

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Chair of Governor’s signature Post Holder’s signature

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