Blisworth Community Primary School Headteacher – Job Description

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| **Post Title:** | **HEADTEACHER** |
| **School:** | **Blisworth Community Primary School** |
| **Salary/Grade:** | **Leadership Point** |
| The role of the Headteacher is to provide professional and effective leadership and management for our successful school, which will promote a secure foundation from which to maintain high standards and to continue to improve in all areas of the school’s work.  The particular duties expected of the post holder have been set out below: | |
| **Purpose:** | * The post holder will be an inspirational and dynamic leader with the vision, drive and passion to build upon the school’s strengths and high expectations and lead the school to the next phase of development. * The Headteacher will implement strategies to achieve high standards in all areas of the school’s work. * The Headteacher will be committed to the safeguarding and the welfare of all pupils, in a nurturing and inclusive environment, where discipline and good behaviour underpin the schools’ vision for pupils to participate, learn, enjoy and achieve. |
| **Responsible to:** | Board of Governors |
| **Responsible for:** | To be responsible for the internal organisation, leadership, management and control of the school. In carrying out his/her duties, the Headteacher shall consult, where appropriate, with the Governing Board, the staff of the school, parents, pupils and other schools and agencies. |
| **Key Areas of Responsibility:** | 1. Strategic leadership in shaping the future 2. Leading teaching and learning and securing progress for all pupils 3. Ensuring Continuing Professional Development for all 4. The day to day management of the school 5. Safeguarding 6. Securing accountability 7. Strengthening community |
| **Strategic Leadership in Shaping the Future**   * Work closely with the Governing Board to develop and communicate a clear strategic vision for the successful development of the school. * 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 the strategic planning takes account of the diversity, values and experiences of the schools and community group. * Ensure all statutory requirements are met. | |
| **Leading Learning and Teaching**   * Ensure that learning is at the centre of strategic planning and resource management. * Advocate and develop innovative ways of teaching and learning to meet the needs of pupils of all abilities * Provide a broad and balanced curriculum which motivates pupils. Monitor and review its effectiveness in the light of assessment data. * Ensure a wide range of activities (curricular and extra-curricular) for pupils to give them confidence in their ability to take on new challenges. * Challenge underperformance at all levels and implement strategies to effect improvement. * Encourage the creative use of technology to support learning and teaching. * Provide a safe and healthy environment in which pupils’ happiness and welfare can be nurtured. * Expect high standards of behaviour and attendance in order to encourage learning and social development. * Report on educational performance to the Governing Board and any relevant external body. | |
| **Developing Self and Working with Others**   * Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture. * Build a collaborative learning culture within the school and actively engage with other schools to develop effective learning communities. * Develop and maintain effective strategies for staff induction, professional development and performance review. * Ensure effective planning, allocation of resources, support and evaluation of work undertaken by each individual to ensure the clear distribution of tasks and lines of accountability. * Celebrate the achievements of individuals and teams. * Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory. * Regularly review one’s own practice, set personal targets and take responsibility for one’s own professional development. * Achieve an appropriate work/life balance. | |
| **Safeguarding**  **Blisworth Community Primary School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expect all staff and volunteers to share this commitment.**   * To take lead responsibility for safeguarding and child protection within the school * To line mange other DSL leads within the school and ensure all current National and local guidelines on Child protection are followed at all times. * Act as a source of support, advice and expertise for staff within the school for child protection and safeguarding. * Raise awareness of the school’s child protection policies ensuring they are understood and used appropriately * Ensure the school’s Child Protection Policy is reviewed (at least annually) and known, understood and used appropriately. | |
| **Leading, Managing and Accountability**   * Create an organisational structure which reflects the school’s values, and enables it 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. Take account of national and local circumstances, policies and initiatives. * Manage the school’s financial resources effectively and efficiently to benefit pupils’ education. * Oversee all financial matters. Work with the Chair of Governors and the Management Team of the Governing Board on the formulation of the annual budget. * Ensure that lines of accountability are clearly defined and subject to regular rigorous review. * Work with the Governing Board and provide the information to enable it to meet its responsibilities. * Present an accurate and detailed account of the school’s performance * Positively contribute to any future plans for the school * Lead any school inspections and ensure all staff are prepared and supported * Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school, implement successful performance management processes with all staff. * Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations. * Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and to provide value for money. | |
| **Strengthening Community**   * Build a school culture and curriculum which takes account of the richness and diversity of communities within the school, and at local, national and global levels. * Create and promote positive strategies for challenging prejudices. * Ensure that the learning experiences of pupils are linked into and integrated with the wider community. * Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives * Ensure a range of community-based learning experiences. * Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families. * Create and maintain an effective partnership with parents and carers to support and improve pupils’ achievement and personal development. * Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance the school and its value to the wider community. * Co-operate and work with relevant agencies to protect children. | |