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**Headteacher Job Description**

**Salary: Leadership Scale 18 - 24 (£59,264 - £68,643)**

**Responsible to: The Executive Headteacher**

**Responsible for: The Leadership Team**

The Headteacher will have overall responsibility for the organisation and management of the whole school. Working with the Executive Headteacher, the Headteacher will deliver vision, leadership and strategic direction to secure the overall effectiveness and continued improvement of the school.

The Headteacher is accountable to the school’s Governing Body and the Executive Headteacher. The current School Teachers’ Pay and Conditions Document sets out the range of duties and responsibilities of a Headteacher, and therefore this Job Description is aligned to this document.

**CORE PURPOSE**

The core purpose of the Headteacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success the Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils so the best possible educational standards are achieved.

The Headteacher is the leading professional in the school. Accountable to the Governing Body and the Executive Headteacher, the Headteacher provides vision, leadership and direction for the school and ensures it is managed and organised to meet the aims and objectives. The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement; raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day to day management, organisation and administration of the school.

The Headteacher, working with and through others, will secure the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, other schools, other services and agencies for children, the local authority and higher education institutions. Through such partnerships and other activities, Headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment, which is engaging and fulfilling for all pupils.

**Leadership**

* Defines and implements the school’s vision and strategy so that it is understood, agreed and acted upon across the school community.
* Identifies priorities and targets for ensuring that pupils achieve high standards and make good progress, increases teachers’ effectiveness and secures rapid school improvement.
* Plans for the future needs and further development of the school.
* Is an inspiring communicator to different audiences across the school community.
* Challenges, motivates and develops all staff to raise their performance by reference to their respective performance targets and thereby achieve their career aspirations.
* Leads by example, is personally visible and observably committed to the school.
* Demonstrates a consistent and flexible leadership approach.

**Teaching and Learning**

* Develops and agrees a curriculum policy to meet statutory and pupil requirements that meet the school’s aims and needs.
* Implements highly effective strategies to support and challenge teachers to achieve outstanding teaching and learning outcomes e.g. through observation, pupils’ progress assessments, assessment of work completed by the children and any other means deemed appropriate
* Operates systems for monitoring and evaluating the quality of teaching and standards of pupils’ achievement, using data and setting targets for achievement of all pupils, especially those in vulnerable groups.
* Promotes excellence in teaching and learning, ensuring a continuous focus on pupils’ achievement and the development of the whole child.
* Ensures that a varied and rich educational experience is available for all pupils, including a variety of extra-curricular opportunities.
* Ensures that effective and appropriate pastoral support is available to pupils.
* Ensures there are systems for and appropriate action in relation to individual pupil progress and achievement, maintaining high expectations for all pupils.
* Through measurement and analysis identifies and acts on areas of improvement in relation to all aspects of school improvement.

**Relationships**

* Demonstrates inclusiveness and respect in dealings with pupils, staff and others within the school community.
* Promotes personal responsibility, rewards excellence and deals appropriately with underperformance.
* Ensures a high standard of professional development for all staff.
* Develops effective management and teaching teams.
* Demonstrates personal resilience and sustains that of other staff.
* Creates conditions for pupils, staff and the school community to speak up and be heard if they have concerns or ideas for improvement.
* Demonstrates the personal capability to coach for high performance and develop coaching within school management as standard.
* Demonstrates relevant consultation and cooperation around changes affecting the school or groups or individuals within it.

**School Improvement**

* Demonstrates a constant drive for school improvement
* Is aware of and responsive to developments in educational policy, techniques, leadership and management practice.
* Ensures the successful delivery of the vision, aims, ethos, strategy and goals objectives.
* Creates school systems and structure in support of outcomes and priorities.
* Monitors the performance of school policies and amends in order to support school improvement or compliance with laws, regulations or educational policies.
* Uses data to create insights for the governing body, staff and parents/carers into how to support school improvement.
* Promotes collaboration and the exchange of ideas within school and across schools.
* Creates, implements and monitors school improvement plans.

**Management**

* Works with school leadership and management and the governing body to set an annual budget consistent with school priorities.
* Recruits, develops and retains staff of the highest quality.
* Plans for and deploys all staff effectively in order to improve the quality of outcomes.
* Monitors and manages school funds to secure the long term future of the school.
* Ensures the school sets and maintains high standards for health, safety and well-being.
* Reports openly and honestly to the Governing Body and the Executive Headteacher, on the performance of the school.
* Manages the effective application of school pay and performance policy.
* Works with unions or other employee representatives where required to do so.
* Works in partnership with the local education authority, local schools and other agencies.
* Upholds the school’s obligations for safeguarding and working with pupils and young people.
* Ensures the school operates best value principles in purchasing of goods and services and the allocation of school capital expenditure.

**Community**

* Leads community engagement including pupils, staff, parents/carers and local residents and other partners.
* Creates and maintains an effective partnership with parents/carers using a range of media.
* Creates and maintains an effective partnership with the Parent Teacher Association
* Promotes an honest and positive image of the school, supporting parent choice and full complement of pupils including through the school website and other media.
* Maintains positive relationships with other schools, particularly nursery settings and secondary schools to support the smooth transitions of pupils
* Develops the school as an integral part of the local community by, for example, promoting the use of the school buildings and grounds for the benefit of the local community, charging commercially responsible fees for the facilities.

*Stoke Heath Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*