*King David Primary School*

*Headteacher - Job Description*

**Job Purpose**

The Headteacher will:

* respect the Jewish ethos and core values of the school.
* provide dynamic and professional leadership for the school that builds upon its continuing success, ensuring high quality education for all its students and high standards of achievement.
* inspire, challenge, motivate and empower all members of the school community to carry forward a future vision.
* carry out his/her professional duties in accordance with and subject to the National Conditions of Employment for Headteachers and education and employment legislation.

The Headteacher is accountable to the Governors for the standards achieved and the conduct, management and administration of the school.

The job description is based on the National Standards for Headteachers and is subject to annual review.

The Governing Body is committed to safeguarding and promoting the welfare of children and the Headteacher must ensure that the highest priority is given to following guidance and regulations to safeguard children. The appointment of the successful candidate will be subject to an Enhanced Disclosure from the Criminal Records Bureau (DBS.)

**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.

In order to achieve this the Headteacher will:

* provide vision, leadership and direction
* secure and sustain outstanding teaching and learning
* promote excellence, equality and high expectations for all students
* promote the social and cultural development of all students
* evaluate school performance and identify priorities for continuous improvement
* be accountable for deploying resources to achieve the school’s aims
* ensure that day-to-day management, organisation and administration is carried out effectively
* create a safe and productive learning environment which is engaging and fulfilling for all students
* work effectively with the Governing Body
* secure the commitment of the wider community
* value the diversity of the community it serves

Reporting to: The Governing Body

Responsible for: Effective leadership and management of King David Primary School

Salary: L17 – L23 (£58,389 - £67,652)

Disclosure: Enhanced

**Main Duties**

* Ensure students achieve their full potential in order to improve their life chances
* Work to develop staff who have the necessary skills and knowledge to promote equality, respect diversity, challenge stereotypes and promote the rights of children.
* Recognise the role parents, carers and families play in helping students to succeed and thrive through being healthy, staying safe, enjoying and achieving, making a positive contribution and upholding British Values.

The Headteacher will ensure that staff:

* have the highest expectations of every child and ensure that such expectations are met
* listen, question and respond to what is being communicated by children and those caring for them
* recognise when a child may not be achieving their developmental potential or their health may be impaired and be able to identify sources of help for them and their families
* understand the impact on a child of transitions they may be going through
* work successfully on a multi-agency basis and are clear about the role of the Headteacher and the roles of other professionals
* adopt the right approach to information sharing by following the correct procedures and by ensuring that the child, parent or carer understands the process

**Shaping the Future**

Work to create a shared vision and strategic plan which inspires and motivates students, staff and all other members of the school community and to develop the ethos of the school linked to its core aims and values.

The Headteacher will:

* ensure the aims and vision, encapsulated in “Kindness, Respect, Responsibility ”, permeate their leadership
* carry through current projects and seek ways to develop new initiatives
* plan and operate strategically, build and communicate a coherent vision in a range of compelling ways
* inspire, challenge, motivate and empower others to carry the vision forward
* model for the students and staff the values, vision and ethos of the school

**Leading, Learning and Teaching**

Continue to raise the quality of teaching and learning for pupils, maximising their achievements within a successful learning culture.

The Headteacher will:

* work closely with Jewish Studies staff to ensure that the Jewish Studies curriculum is integrated with all aspects of secular education and that the importance of Israel in Jewish life is respected.
* demonstrate personal enthusiasm for, and commitment to, the learning process
* demonstrate the principles and practice of effective teaching and learning
* through observation and analysis of teaching and learning activities, identify strengths and weaknesses and act on them
* access, analyse and interpret information and use it effectively
* Initiate and support research and debate about effective learning and teaching and develop relevant strategies for performance improvement
* acknowledge excellence and challenge weakness in the school

**Developing Self and Working with Others**

To develop effective relationships and communication which underpin a professional learning community that enables everyone in the school to achieve, the Headteacher will:

* foster an open, fair, equitable culture and manage conflict
* develop, empower and sustain individuals and teams
* promote an environment where continual professional development is an integral part of the school’s ethos
* collaborate and network with others within and beyond the school
* challenge, influence and motivate others to attain high goals
* give and receive effective feedback and act to improve personal performance
* ensure full and appropriate support for staff and students
* accept support from others including colleagues and Governors

**Managing the Organisation**

The Headteacher will provide effective organisation and management of the school and identify ways of improving organisational structures and functions based on rigorous self-evaluation.

S/He will ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. This includes adhering to safe employment procedures which place the safety of children and staff at the heart of all practices. The Headteacher, working with the Governing Body, will provide a safe environment for pupils, staff and members of the school community.

To maintain and develop a successful organisation through effective collaboration with others the Headteacher will:

* establish and sustain appropriate structures and systems
* manage the school efficiently and effectively
* ensure excellent behaviour of students and develop their independence in achieving this
* delegate management tasks and monitor their implementation
* prioritise, plan and organise him / herself and ensure others do the same
* make professional, management and organisational decisions based on informed judgements
* think creatively to anticipate and solve problems

**Securing Accountability**

The Headteacher is legally and contractually accountable to the Governing Body for the school, its environment and its work. The Headteacher also must fulfil the wider accountabilities in relation to pupils, parents, carers, and other relevant groups.

The Headteacher will:

* demonstrate an understanding of educational issues at a local and national level and anticipate trends
* engage the school community in the systematic and rigorous self-evaluation of the work of the school and work closely with the Governing Body to ensure that effective school self evaluation informs school improvement priorities
* collect and use a rich set of data to understand the strengths and weaknesses of the school
* combine the outcomes of regular school self review with external evaluations in order to develop the school
* ensure effective management of the school budget and best practice in financial and employment matters

**Strengthening Community**

The Headteacher will engage with the internal and external school community to secure equity and entitlement. This includes collaborating with other schools and with parents and carers and other agencies for the well-being of all children and developing extended services to meet the needs of the community.

The Headteacher will:

* recognise and take account of the richness and diversity of the school’s communities
* work in partnership with other agencies in providing for academic, spiritual, moral, social, emotional and cultural wellbeing of pupils and their families
* work effectively with other educational institutions in the area including primary, secondary, further and higher education
* work effectively with other agencies including for example, Social Care and Child and Mental Health Services
* engage in a dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities, listen to, reflect and act on community feedback
* build and maintain effective relationships with parents, carers, partners and the community that enhance the education of pupils and the wider community.

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