# Headteacher Job Description

**Salary:**

ISR 18-23 (Group 3 School) £59,264-£66,982

**Duties:**

This job description is subject to the general conditions of service for a Headteacher as set out in the current School Teachers Pay and Conditions Document. This job description is based on the National Standards for Headteachers.

**Main Purpose:**

The Headteacher will work with the Senior Leadership Team (SLT) to provide professional leadership, vision and strategic direction for the school in order to ensure the highest quality of education for all its pupils in all areas of learning, through the following key areas:

**Leadership and Shaping the Future**

1. To uphold the school values of togetherness, wellbeing and learning.
2. To share vision and strategic direction which inspires and motivates pupils, staff, governors and all other members of the school community.
3. To promote and maintain a school culture based on emotional intelligence.
4. To work with staff and the Governing Body to produce a school improvement plan which identifies priorities and targets based on robust school self –evaluation.
5. To monitor, review and evaluate the work and organisation of the school to ensure effective implementation of policy and practice.
6. To develop leadership capacity at all levels.
7. To promote the development of teamwork and collective responsibility.
8. To ensure the development, management and leadership of the School, placing pupils at the centre of all decisions.
9. To lead and promote inclusive practice
10. To regularly review own practice, set personal targets and take responsibility for own personal development.
11. To manage own workload and that of others to encourage an appropriate work/life balance.
12. To promote a learning community which provides and values continuous professional development for all staff.
13. To create an environment where pupils are given the opportunity to expand their horizons beyond their previous experience.

**Leading Teaching and Learning**

1. To be the Lead Learner in the school.
2. To promote an ethos of high expectations for all pupils regardless of their ability or background.
3. To promote a successful learning culture that will enable pupils to become effective, enthusiastic, independent learners committed to lifelong learning.
4. To champion creative, responsive and effective approaches to teaching and learning.
5. To promote high expectations of teaching and monitor and evaluate its effectiveness on learning outcomes.
6. To develop and oversee the regular review of a broad, balanced, flexible, creative and differentiated curriculum designed to involve, engage, challenge and stimulate.
7. To implement strategies which are seen as consistent, firm and fair and that secure high standards of good behaviour, punctuality and attendance.
8. To identify and provide for the specific needs of all pupils in line with the SEN Code of Practice and the Disability Discrimination Act.
9. To promote and celebrate the positive benefits of living within a culturally and ethnically diverse society.
10. To maintain and develop effective systems of planning, assessment and record keeping, sharing effectively with parents/carers and pupils.

**Managing the Organisation**

1. To manage the schools financial and human resources effectively, in conjunction with the school’s governors, to achieve the school’s priorities.
2. To agree, set and monitor budgets, allocate funds and ensure systems are in place for effective administration and control of the budget.
3. To recruit, retain and deploy excellent staff to achieve the vision and goals of the school whilst being mindful their workload.
4. To delegate the responsibilities of the Senior Leadership Team to ensure the effective running of the school.
5. To develop and maintain effective strategies and procedures for staff induction, professional development and appraisal.
6. To ensure that learning is at the centre of strategic planning and resource management.
7. To monitor and evaluate standards of teaching in the classroom and provide constructive feedback and relevant support.
8. To challenge underperformance at all levels and ensure effective support and, where necessary implement appropriate procedures.
9. To treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture and foster and facilitate team work.
10. To lead and motivate staff to ensure that they have access to suitable advice, education and training appropriate to their professional needs as identified through performance management and the priorities identified in the School Improvement Plan.
11. To ensure that the local authority and the school’s equal opportunities and race equality policies are followed and actively pursued.
12. To manage and organise the accommodation to ensure that the school buildings meet the needs of the curriculum provided and health and safety regulations.
13. To use and integrate a range of technologies to effectively and efficiently manage the school.
14. To designate a member of the senior leadership team with leadership responsibility for the Headteacher’s function when the Headteacher is absent.

**Strengthening the Community**

1. To maintain and develop the school culture and curriculum which takes account of the richness and diversity of the school community.
2. To maintain an effective partnership with parents and carers to support and improve pupils’ achievement and personal development.
3. To communicate effectively at all levels with all stakeholders.
4. To continue to seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
5. To promote the positive strategies already in place, for challenging prejudice and dealing with racial harassment and other discriminatory practices or behaviour.
6. To work with the Governing Body providing information, objective advice and support to enable it to meet its responsibilities.
7. To develop and present a coherent, understandable and accurate account of the school’s performance to a range of audiences including governors, parents and carers.
8. To promote the positive and mutually supportive relationship linking home and school in a working partnership, ensuring parents/carers are fully informed about all matters relating to the education of their children.
9. To share effective practice working in partnership with other schools and promoting innovative initiatives.

**Safeguarding**

1. To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding legislation and any policies as adopted by the school and local authority.
2. To be accountable for child protection and ensuring that the welfare and safety of pupils is promoted and safeguarded.
3. To prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children, initiating the management of cases involving actual or potential abuse or violence where needed.
4. Be aware of and update staff as appropriate to comply with current legislation and policies affective practice e.g. Children’s Act, National Service Framework, Child Protection Procedures, Health and Safety and Date Protection.

**Health and Safety**

1. To work in compliance with the school’s health and safety policies and under the Health and Safety at Work Act (1974) ensuring the safety of all parties with who contact is made, such as members of the public, in premises or sites controlled by the school.
2. To ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

**Data Protection**

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 1998 for the security, accuracy and significance of personal data held on such systems.

**Lakeside Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.**