**Redland Community Primary School**



***Achieving Individual Success Together***

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**Headteacher Job Description**

**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 of Excellence for Head Teachers (2015).

**Main Purpose**

The Headteacher will provide professional leadership, vision and strategic direction for the school in order to maintain and develop the conditions which enable pupils and teachers to achieve effective learning so that the school’s aims and objectives are implemented in accordance with the policies of the governing body and national and local education strategy.

**Key Accountabilities**

**Qualities and knowledge**

1. Hold and articulate clear values and moral purpose, focused on providing the best possible education for the pupils they serve.

2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.

3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.

4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.

5. Work with political and financial astuteness, within a clear set of principles centred on the school’s vision, ably translating local and national policy into the school’s context.

6. Communicate compellingly the school’s vision and drive the strategic leadership, empowering all pupils and staff to excel.

7. Identify, determine and keep under review, in consultation with staff and the governing body, the overall aims and objectives of the school, underpinned by the school’s aims, vision and School Improvement Plan.

**Pupils and staff**

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils’ outcomes.

2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils’ well-being.

3. Maintain a school environment and pastoral programme in which the needs and values of individual pupils are recognised and which also contributes positively towards their spiritual, social and emotional development.

4. Maintain an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.

6. Hold all staff to account for their professional conduct and practice.

7. Deploy and manage all teaching and non-teaching staff of the school and allocate particular duties to them (including such duties as the Headteacher may properly delegate to Assistant Headteachers or members of staff) in a manner consistent with their conditions of employment.

8. Maintaining a reasonable balance for yourself and all members of staff between work carried out in school and work carried out elsewhere and allow for an appropriate work/life balance.

9. Maintain job descriptions for all staff, which are consistent with their conditions of employment.

**Systems and process**

1. Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.

2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.

4. Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.

5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils’ achievements and the school’s sustainability.

6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

7. Present a coherent and accurate account of the school’s performance in a form appropriate to a range of audiences, including parents, Governors, the local authority, OFSTED and the local community.

**The self-improving school system**

1. Sustain an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.

2. Develop effective relationships with fellow professionals and colleagues and with other public services with a goal to improve the academic and social outcomes for all pupils.

3. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.

4. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people’s lives and to promote the value of education.

**Other duties**

1. Undertake responsibilities relating to the school’s work, which are delegated to the Headteacher by the governing body.

2. In line with the governing bodies lines of delegation arrange for the Assistant Headteachers or other suitable persons to assume responsibility for the discharge of your duties as Headteacher at any time when you are absent from school.

3. Report in appropriate ways to the governing body on all relevant aspects of the school’s work, including its curriculum, current polices, intended developments and the management of school finances.

4. Undertake such duties as may reasonably be expected by the governing body.

**Accountable for**

Leadership of all teaching and support staff, with specific performance management responsibility for members of the senior leadership team.

**Accountable To**

The Governing Body and Local Authority.

With respect to the above the headteacher must seek approval from the Chair of Governors for any leave of absence during the school day that is outside the duties of their role.