



Bishop Wilson Church of England Primary School

Headteacher - Job Description

Job Purpose:

This job description recognises the demands of current Pay and Conditions Regulations and reflects the policies established by the Governors of Bishop Wilson Church of England Primary School.

Core Purpose of the Headteacher

The core purpose of the Headteacher is to provide strategic 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.

Alongside fulfilling the Headteacher's Standards (2015), the Headteacher is expected to:

- effectively manage teaching and learning
- nurture the ethos of educating the whole child
- promote excellence, equality and high expectation for all pupils
- be responsible for developing and leading the Christian character of the school
- provide vision, leadership and direction
- evaluate school performance and identify priorities for continuous improvement
- deploy resources to achieve the school's aims
- carry out day-to-day management, organisation and administration
- create a safe and productive learning environment which is engaging and fulfilling for all pupils
- work effectively with the school's Governing Body
- provide vision and professional leadership for the school in order to secure its success and improvement
- ensure high quality education for all pupils
- encourage the development and commitment of the wider community
- maintain and develop established links with St Andrew's Church and the wider community
- ensure the school is prepared for Ofsted and SIAMS inspections
- work with the vicar of St Andrew's Church to develop the spiritual and worship life of the school community

Leading Learning and Teaching

Responsibility for raising the quality of teaching and learning to promote the best achievements for pupils within a successful learning culture.

The Headteacher will:

- demonstrate personal enthusiasm for and commitment to the learning process
- demonstrate the principles and practice of effective teaching and learning
- access, analyse, interpret and communicate information as appropriate
- initiate and support research and debate about effective learning and teaching in order to develop relevant strategies for performance improvement
- acknowledge excellence and challenge poor performance across the school
- develop and maintain systems to ensure appropriate progress for all pupils across the curriculum
- have a clear commitment to and be responsible for maintaining high standards throughout the school
- promote a culture for learning throughout the school
- involve the whole school community in creating a school climate which is positive, supportive and conducive to learning
- develop and extend an active partnership with parents and the community
- create and maintain an environment and a code of behaviour which promote and secure good teaching, effective learning and high standards of achievement
- in co-operation with colleagues, governors and the LA, monitor and evaluate the quality of teaching and standards of pupil achievement

Shaping the Future

Working with the governing body and others to promote a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community and to continue to develop the ethos of the school linked to its core aims and values.

The Headteacher will:

- think 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 the values and vision of the school
- be responsible for the sound management of the school within the delegated budget
- monitor, evaluate and review the effects of policies, priorities and targets of the school in practice and take action if necessary
- analyse and plan for the school's future needs and further development
- develop, implement and evaluate systems for review of the school's performance and advise the Governing Body of any action required

Managing the Organisation

To build a successful organisation through effective collaboration with others.

The Headteacher will:

- establish and sustain appropriate structures and systems, including a leadership and staffing structure
- manage the school efficiently and effectively on a day-to-day basis
- delegate management tasks and monitor their implementation
- prioritise, plan and organise themselves and others
- make professional, managerial and organisational decisions based on informed judgements
- think creatively to anticipate and solve problems
- sustain effective systems for the management of staff performance and target setting
- promote and encourage the professional development of all staff based on assessment of needs
- encourage effective teamwork, allocating and delegating responsibility appropriately
- ensure the recruitment and selection of staff appropriate to the needs of the school in partnership with the Governing Body
- deal with the day to day management, organisation and administration of the school
- monitor the financial management of the school alongside the Business Manager/Finance Officer and Governing Body
- deploy people and resources in order to meet specific objectives in line with the school's strategic plan and financial context
- manage and organise the accommodation and environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- sustain relationships with the Local Authority in relation to the development and day to day management of the Speech and Language Additionally Resourced Centre

- manage the Bishop Wilson Centre, in liaison with users and leaseholders, to ensure it is operationally and financially effective in accordance with all agreements and that financial resources are appropriately deployed to that effect

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
- 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
- accept support from others including colleagues, governors, the Diocese of Birmingham and the Local Authority

Improving the Life Chances of Children and Young People

Working with the governing body, the Headteacher will develop a staff who will:

- listen, question and respond to what is being communicated by children, young people and those caring for them
- demonstrate knowledge of the physical, intellectual, linguistic, social and emotional growth and development of children and young people
- recognise when a child or young person 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 young person of transitions they may be going through
- work successfully on a multi-agency basis and to be 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 or young person, parent or carer understands the process

Accountability

- Be responsible for preparing the school's delegated budget with the LA Financial Advisor, and Finance Officer as appropriate, for presentation to and approval of the Governing Body in order to achieve efficiency and best value for money
- Ensure that there continues throughout the school a clear commitment to the principles and practice of multi-ethnic education and equality of opportunity for all
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including Governors, the LA, the local community, Ofsted and others, to enable them to play their part effectively
- Ensure that parents and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make to achieving the school's targets for improvement

Condition of Employment

The above responsibilities are in accordance with the School Teachers' Pay and Conditions in terms of duties and working time and are also subject to any local agreements and guidance on interpreting conditions of service.

Bishop Wilson Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.