



## **Walnut Tree Walk Primary School**

### **Job Description**

**Post: Headteacher**

**Responsible to: The Governing Board**

**Salary L15 - L21 - £62,416 -£70,448**

### **Purpose of the post:**

To provide professional leadership for the school, which secures its success and improvement, ensuring high quality education for all its pupils and excellent standards of learning and achievement. The Headteacher must meet the requirements set out by the Governors and implement policies as required.

The job description should be read alongside the range of duties and responsibilities of Headteacher as set out in the current Teachers' Pay and Conditions Document and National Standards for Headteachers.

### **Main Duties and Responsibilities**

#### **Strategic direction and development of the school**

- 1.1 To build on the schools strengths, formulate and communicate the overall aims and vision for the school.
- 1.2 To develop the school as a learning community in which the highest possible expectations for learning and intellectual challenge are developed for pupils and staff.
- 1.3 To plan a strategy to ensure the school can adapt to the mobility rates within a diverse population.
- 1.4 To create an outward facing school which works with other schools in a climate of mutual support and challenge to champion best practice and secure excellent outcomes for pupils.
- 1.5 Provide inspiring and purposeful leadership for the staff and pupils.
- 1.6 To work in partnership with the Governing Board, staff and parents generating the ethos and values which will underpin the school.
- 1.7 To formulate a School Development Plan to secure continuous school improvement.
- 1.8 To monitor and evaluate the performance of the school and report to the Governing Board as required.
- 1.9 To allocate, manage, control & account to the Governing Board for those financial materials & school resources which are under the control of the Headteacher.



- 1.10 To advise governors on setting the budget in order to achieve the objectives in the school's improvement plan.
- 1.11 To create an organisational structure which reflects the school's values, and enable the management systems, structures and processes to work effectively in line with legal requirements.
- 1.12 To ensure that school policies and practices take account of national, local and school requirements.
- 1.13 To monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.
- 1.14 To ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.
- 1.15 To establish a culture that promotes excellence, equality and high expectations of all pupils.

## **2. Teaching and learning**

- 2.1 Continue to maintain an environment that promotes and secures excellent teaching, effective learning, high standards of achievement and excellent behaviour.
- 2.2 Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- 2.3 Ensure that pupils develop study skills in order to learn more effectively and with increasing independence.
- 2.4 Maintain the high standards of pupils' personal, social, health & economic education as well as their spiritual, and moral and cultural development. Ensuring that the emotional needs of each pupil continue to be met and that all pupils are treated equally to build them into confident, educated adults.
- 2.5 Ensure the progress of all pupils is monitored and recorded continuously and used to inform planning and accelerated progress
- 2.6 Determine and implement policies which promote:
  - a) Positive strategies for developing good race relations and dealing with racial incidents.
  - b) Equality of access.
- 2.7 Determine and implement positive strategies and programmes which ensure exemplary pupil behaviour in school and the wider community.
- 2.8 Develop and maintain effective links with the community including businesses and industries to extend the curriculum and enhance teaching and learning.



2.9 Continue to maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.

2.10 Promote extra-curricular activities for all pupils.

### **3. School Leadership Management & Resources**

3.1 Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.

3.2 Work with governors and senior colleagues to recruit and retain staff of the highest quality.

3.3 Distribute leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account.

3.4 Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.

3.5 Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.

3.6 Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification of areas in which the Headteacher would benefit from further training and undergoing such training.

3.7 Ensure that professional duties are fulfilled, as specified in the School Teachers Terms and Conditions Document.

3.8 Develop a senior management team that is able to respond to the school's current and future needs including a person who can assume responsibility in the Headteacher's absence

3.9 Continue the development of excellent and mutually beneficial working relationships with governors, staff, pupils, parents/carers and the community.

3.10 Manage and organise the school buildings, its contents and grounds efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.

3.11 Lead and manage the school improvement process

3.12 Ensure school systems for tracking and raising attainment and achievement and for curriculum planning and implementation are in place.

3.13 Advise governors on setting the budget in order to achieve the objectives in the school's improvement plan

3.14 Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.



#### **4. Accountability**

- 4.1 Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school.
- 4.2 Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the local community, Ofsted and others to enable them to play their part effectively.
- 4.3 Ensure that parents/carers and pupils are well informed and supported about the curriculum, attainment and progress, including the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- 4.4 Provide information, objective advice and support to the Governing Board to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- 4.5 Carry out any such duties as may be reasonably required by the Governing Board.
- 4.6 Ensure policy & practice complies with relevant legislation and statutory regulation.

#### **5. Health, Safety & Equal Opportunities**

- 5.1 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 and security of pupils, staff and visitors and the school site.
- 5.2 In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.
- 5.3 To be responsible for promoting the safeguarding and welfare of children and young people and implementing robust child protection systems.
- 5.4 To ensure all statutory requirements are met for child protection & for Children Looked After and that the school works closely with the Local Authority support services allocated to the school.
- 5.5 To ensure that the policies and procedures adopted by the Governing Board are fully implemented and followed by all staff
- 5.6 To ensure the safety and security of pupils, staff and visitors and the school site.
- 5.7 To create a school environment that promotes the values of a diverse community & challenges discrimination in whatever form.