****

**Job Description – Headteacher**

**(Reflecting the National Standards of Excellence for Headteachers)**

**Pay – Leadership Spine – L35 – L39**

**Responsible to: The Governing Body**

|  |
| --- |
| **THE CORE PURPOSE OF THE HEADTEACHER** |
| The Headteacher will provide professional leadership for the School to secure its improvement and success. By working with the whole local community through the day-to-day operation of the school, the Headteacher will ensure that all our students benefit from high quality education to achieve their full potential, and will do so in a safe and protective environment. |

|  |
| --- |
| **STATUTORY** |
| * To fulfil all the requirements and duties as set out in the School Teachers’ Pay and Conditions Document relating to the Conditions of Employment of Headteacher * To meet the National Standards for Headteachers as published by the DfE * To seek to achieve any performance criteria, objectives or targets agreed with or set by the School’s Governing Body in accordance with the requirements set out in the School Teachers’ Pay and Conditions Document * To promote and safeguard the welfare of all children and young people within the School, by ensuring that the School’s policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively |

|  |
| --- |
| **MANAGEMENT OF THE SCHOOL** |
| ● Ensure that consideration is given to the Safeguarding and protection of all our people within and linked to the school when any decisions are made or implemented  ● Produce and implement clear evidence-based improvement plans and policies for the  development of the school and its facilities  ● Ensure that, within an autonomous culture, policies and practices take account of  national and local circumstances, policies and initiatives  ● Create an organisational structure which reflects the school’s values and enables  management systems, structures and processes to work effectively in line with legal  requirements  ● Manage the school’s financial and human resources effectively and efficiently to achieve the school’s educational goals and priorities  ● Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school  ● Implement successful performance management processes with all staff and report to the Governing Body on a regular basis  ● Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations  ● Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money  Use and integrate a range of technologies effectively and efficiently to manage the school  ● Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities and to ensure the school meets all its statutory  requirements  ● Fulfil commitment arising from contractual accountability to the Governing Body  ● Develop a school ethos which enables everyone to work collaboratively, share  knowledge and understanding, celebrate success and accept responsibility for outcomes  ● Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation |

|  |
| --- |
| **SHAPING THE FUTURE OF THE SCHOOL** |
| ● Work with stakeholders to establish a shared vision for the school which will inspire and motivate  ● Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all  ● Work within the school community to translate the vision into agreed objectives and  operational plans which will promote and sustain school improvement  ● Lead by example to demonstrate the vision and values in everyday work and practice  ● Motivate and work with others to create a shared culture and positive climate  ● Ensure creativity, innovation and the use of appropriate new technologies to achieve  excellence  ● Maintain, and periodically review, the aims of the school |

|  |
| --- |
| **TEACHING AND LEARNING** |
| ● Ensure a consistent and continuous school-wide focus on students’ achievement, using data and benchmarks to monitor progress in every student’s learning  ● Ensure that learning is at the centre of strategic planning and resource management  ● Establish creative, responsive and effective approaches to learning and teaching in all areas of the curriculum  ● Ensure a culture and ethos of challenge and support where all students can fulfil their potential and become engaged in their own learning  ● Demonstrate and articulate high expectations and set stretching targets for the whole school community  ● Implement strategies which ensure high standards of behaviour and attendance  ● Determine, organise and implement a diverse, flexible curriculum and implement an  effective assessment framework  ● Work closely with feeder schools to ensure a coherent curriculum and continuity  ● Work with our partners to offer a wide ranging and exciting Sixth Form  curriculum  ● Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students  ● Improve standards in teaching and learning through the use of student performance data |

|  |
| --- |
| **PROFESSIONAL DUTIES** |
| ● Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities and to ensure the school meets all its statutory  requirements  ● Fulfil commitment arising from contractual accountability to the Governing Body  ● Develop a school ethos which enables everyone to work collaboratively, share  knowledge and understanding, celebrate success and accept responsibility for outcomes  ● Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation  ● Develop and present a coherent, understandable and accurate account of the school’s performance to a range of audiences including governors, parents and carers  ● Reflect on personal contribution to school achievement and take account of feedback  from others |

|  |
| --- |
| **WORKING ENVIRONMENT** |
| ● Treat people fairly, equitably and with dignity and respect to create and develop a  positive school culture of personal responsibility and the celebration of excellence  ● Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities  ● Develop and maintain effective strategies and procedures for staff induction, professional development and performance review  ● Build effective teams to generate a strong culture of working together to achieve the  vision  ● Ensure effective planning, allocation, support and evaluation of work undertaken by  teams and individuals, ensure clear delegation of tasks and devolution of responsibilities  ● Acknowledge the responsibilities and celebrate the achievement of individuals and teams  ● Develop and maintain a culture of high expectations for self and for others and take  appropriate action when performance is unsatisfactory  ● Regularly review own practice, set personal targets and take responsibility for own  personal development  ● Manage own workload and that of others to allow an appropriate work/life balance |

|  |
| --- |
| **COMMUNITY DEVELOPMENT** |
| ● Create and maintain an effective partnership with parents and carers to support and  improve students’ achievement and personal development  ● Build a school culture and curriculum which takes account of the richness and diversity of the school’s communities  ● Create and promote positive strategies for challenging discrimination of any kind  ● Ensure learning experiences for students are linked into and integrated with the wider community  ● Ensure a range of community-based learning experiences  ● Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families  ● 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  ● Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives  ● Cooperate and work with relevant agencies to protect children |