

**Job Description**

**Job Title: Headteacher**

**Responsible to**: **The Governing Body of Bonner Primary School**

**Salary**: **Pay ScaleL25 – L31**

**JOB PURPOSE** (including main duties and responsibilities)

To undertake the duties and responsibilities laid down in the most recent School Teachers’ Pay and Conditions document and in accordance with the standards set out for Headteachers.

**KEY RESPONSIBILITIES**

* Provide strategic leadership and hold overall accountability for direction, standards achieved and quality of education;
* Working with Governors, provide the leadership and management which

enable the school to give every pupil a high-quality education, and which promote the highest possible standards of achievement;

* Secure the long-term success of Bonner Primary School by maximising the potential of the skills and resources held within the school;
* Build leadership capacity throughout the school; and
* Lead the school within the context of Every Child Matters, including providing a full, integrated range of extended services.

**DETAILED RESPONSIBILITIES**

Shaping the future of the school:

* Work with Governors to shape the strategic vision for the school and to promote its values and ethos to all stakeholders;
* Demonstrate the vision and values in everyday work and practice;
* Work with the school community to translate the school’s vision into agreed objectives and operational plans that will promote and sustain continual school improvement and a sense of team ownership;
* Motivate others to create a shared learning culture and positive climate; and
* Ensure that strategic planning takes account of the diversity, values and experience of the school and community at large.

Leading teaching and learning:

* Ensure a continuous and consistent school-wide focus on pupils’ achievement, using data and benchmarks to monitor progress in every child’s learning;
* Create a culture and ethos of challenge and support where all pupils can achieve success and be engaged in their own learning;
* Establish creative, responsive and effective approaches to learning and

teaching;

* Set high expectations and challenging targets for each school community; and
* Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment strategy.

Developing, leading and managing staff

* Develop a collaborative learning culture across the school for both staff and pupils;
* Ensure the development of, and maintain effective strategies and

procedures for, staff induction, professional development and performance review;

* Promote and maintain a culture of high expectations of yourself and others;
* Ensure effective planning, allocation, support and evaluation of work of teams and individuals;
* Ensure clear delegation of tasks and devolution of responsibilities;
* Develop a positive ethos and foster a culture of continuous improvement;
* Regularly review your own practice, set personal targets and take responsibility for your own development, seeking advice and support from other agencies (such as the Local Authority and Governing Body); and
* Manage own workload and that of others to allow an appropriate work-life balance.

Managing the organisation

* Ensure the on-going development of a structure which reflects the school’s values and enables the effective management of systems, structures and processes in line with legal requirements;
* Ensure evidence-based improvement plans and policies promote continuous school improvement linked to the Self Evaluation Form;
* Recruit, retain and deploy staff effectively;
* Create an inspiring, professional work environment consistent with the school’s values and aspirations;
* Manage the school’s financial and human resources efficiently and effectively to achieve its educational goals and priorities;
* Use and integrate a range of technologies efficiently and effectively to manage the school; and
* Manage and organise accommodation efficiently and effectively to ensure that all school buildings meet the needs of the curriculum, and health and safety regulations.

Securing accountability

* Develop an ethos which enables everyone to work collaboratively;
* Ensure individual staff accountabilities are clearly defined, understood and agreed;
* Develop an effective working relationship with the Governing Body to enable Governors to meet their statutory responsibilities; and
* Develop and present a coherent, understandable and accurate account of the school’s performance to all relevant stakeholders including staff, parents and Governors.

Safeguarding and promoting the welfare of pupils

* Ensure a safe and supportive school culture;
* Ensure the welfare of pupils is safeguarded and promoted in line with best practice, national legislation and local authority advice;
* Ensure the safeguarding policy and procedures adopted by the school are effective; and
* Cooperate and work with relevant agencies to protect children.

Strengthening community

* Create and maintain effective relationships with parents, Governors and the Local Authority to support and improve pupils’ achievements and personal development;
* Maintain a school culture that takes account of the richness and diversity within the school’s community;
* Create and promote positive strategies for challenging racial and other prejudices;
* Actively promote the school as a centre of excellence for education and families in the local community;
* Develop effective links with the community to extend the curriculum,

enhance teaching and broaden learning opportunities; and

* Ensure that parents and pupils are fully informed about the school’s direction, priorities, curriculum and pupils’ attainment and progress.

The school buildings and sites

* Ensure effective supervision and security of the school’s environments and ensure good maintenance by appropriate agencies;
* Maximise the potential of the sites to provide stimulating learning environments and community facilities;
* Work with Governors and others to improve the outside areas of the schools, maximising their potential for play, sport and learning opportunities; and
* Develop a vision to improve the school’s premises through consultation with the school and local communities.

Other duties

* To undertake any other reasonable duties that may be required from time to time commensurate with the post of Headteacher.