

Endon High School Job Description



Post Title	HEADTEACHER
Post Purpose	To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and high standards of learning and achievement.
Reporting to	The Governing Body and The Education Service of Staffordshire County Council
Liaising with	Deputy and Assistant Headteachers, Teaching and Support staff, Education Authority representatives, external agencies and Parents
Working time	195 days per year. Full time
Disclosure level	Enhanced
Areas of Responsibility	
Knowledge and Understanding	<ul style="list-style-type: none"> ➤ What constitutes quality in educational provision, the characteristics of effective schools, and strategies for raising pupils' achievement; ➤ How to promote pupils' spiritual, moral, social and cultural development and good behaviour through effective management and leadership; ➤ How to seek and use national, local and school data, OfSTED evidence and research findings in professional and school development; ➤ Governance at national, local and school levels.
Planning and Setting Expectations	<ul style="list-style-type: none"> ➤ To lead and manage the creation and implementation of a strategic plan, underpinned by sound resource planning and which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement. ➤ To plan for effective monitoring, evaluating and reviewing of the plan to secure progress and school improvement. ➤ To think creatively and imaginatively to anticipate and solve problems and identify opportunities.
Teaching and	<ul style="list-style-type: none"> ➤ To create and maintain a climate and code of conduct which promote and secure

Managing pupil learning	<p>good teaching, effective learning, high standards of achievement, good behaviour and discipline throughout the school and which enable teachers to meet the standards set out in the Teachers' Standards.</p> <ul style="list-style-type: none"> ➤ To determine, organise and implement the curriculum and its assessment; monitor and evaluate them in order to identify and act on areas for improvement. ➤ To monitor and evaluate the quality of teaching and standards of learning and achievement of pupils, including those with special educational needs, in order to set and meet challenging, realistic targets for improvement. ➤ To create and promote positive strategies for all pupils, promoting equality and instilling a strong sense of accountability. ➤ To ensure that improvements in literacy, numeracy and information and communications technology are priority targets for all pupils, including those with Special Educational Needs. ➤ To ensure that pupils develop effective thinking, learning and study skills in order to make more progress, with increasing independence.
Assessment and Evaluation	<ul style="list-style-type: none"> ➤ To monitor, evaluate and review the effects of policies, priorities and targets of the school in practice, and take action as necessary. ➤ To ensure the use of comparative data, together with information technology about pupils' prior attainment, to establish benchmarks and set targets for improvement.
Pupil Achievement	<ul style="list-style-type: none"> ➤ To make explicit to pupils, parents, teachers and wider community the school's high expectations that all pupils can succeed. ➤ To ensure that resourcing and staffing are dedicated to ensuring the highest standards of achievement for all pupils. ➤ To ensure that effective mentoring systems and tutorial support systems are in place to support pupil achievement.
Relations with Parents and wider community	<ul style="list-style-type: none"> ➤ To account for the efficiency and effectiveness of the school to the governors and others including pupils, parents, staff, local employers and the local community. ➤ To develop effective relationships with the community including business and industry, to extend the curriculum and to enhance teaching and learning. ➤ To create and maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development. ➤ To maintain liaison with other schools, further education and other agencies related to pupil welfare and achievement. ➤ To 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. ➤ To ensure that parents and pupils are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieving the school's targets for improvement.

Managing own performance and development	<ul style="list-style-type: none"> ➤ To participate in arrangements for Performance Management and take responsibility for own professional development. ➤ To prioritise and manage own time effectively. ➤ To work under pressure and to deadlines. ➤ To sustain own motivation and that of other staff. 	
Managing and Developing staff and other adults	<ul style="list-style-type: none"> ➤ To maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils. ➤ To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities. ➤ To implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to pupils' achievement. ➤ To motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs. ➤ To lead professional development of staff through example. ➤ To support and co-ordinate the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise where appropriate, for example, higher education, LA and subject associations. ➤ To understand the expectation of other staff, and ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standard for Qualified Teacher Status, the Career Entry Profile and standards for induction. ➤ To ensure that professional duties and conditions of employment as set out in the Schools Teachers' Pay and Conditions document, including those for the Headteacher, are fulfilled. 	
Managing resources	<ul style="list-style-type: none"> ➤ To work with governors and senior colleagues to recruit staff of the highest quality. ➤ To work with senior colleagues to deploy all staff effectively in order to improve the quality of education provided. ➤ To set appropriate priorities for expenditure, allocate funds and ensure effective administrative control. ➤ To manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations. ➤ To manage, monitor and review the range, quality, quantity and use all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money. 	
Personal Qualities (Emotional Intelligence)	Self-Awareness Accurate self-assessment Self-confidence	Social Awareness Empathy Organisational awareness Service awareness

	Self-management Emotional self-control Adaptability Achievement orientation Initiative Optimism	Relationship Management Inspirational leader Change catalyst Influence Conflict management Team work and collaboration
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