**APPOINTMENT OF HEADTEACHER**

**JOB DESCRIPTION**C:\Users\Joy\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BXIMLM5K\MC900391742[1].wmf

**School: Catherine Junior School**

**Leadership spine: L16 - 22 (£56,511 -£65,363)**

Together, We Can Do It!

**Responsible to: The Governing Body**

This job description has as its basis the National Standards of Excellence for Headteachers as revised January 2015.

The successful candidate will take overall responsibility for the organisation, management and conduct of the school in accordance with the Articles of Government and the policies of the Local Authority and in consultation with the Governing Body and the Director of Education.

A key task for the Headteacher will be to work with staff, governors, parents/carers and the Local Authority, to build on the foundations for development that are in place in order to continue to improve the school’s standards and quality.

The key responsibilities of the Headteacher will fall under the following areas and include:

1. **Strategic Direction and School Development**
   1. Work in collaboration with the Governing Body and LA to develop a strategic role for the school in the community.
   2. Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
   3. Plan for the school’s future needs and further develop the plans already in place.
   4. Maintain and develop the school’s ethos and provide educational vision and direction for the school which secures:
      1. Effective teaching, successful learning and achievement by pupils;
      2. Sustained improvement in pupils’ spiritual, moral, cultural, social and physical development, preparing them for the next stage of education and the opportunities and experiences of adult life;
      3. Builds upon a culture and curriculum which takes account of the richness and diversity of the school and community;
      4. A rich, colourful and supportive environment based on mutual respect which promotes enjoyment and excitement in learning and attainment;
      5. High standards of behaviour and self-discipline that fosters respect, self-esteem and consideration for all members of the school and wider community.
   5. Create and implement a strategic plan, underpinned by sound financial planning which:
      1. Identifies priorities and targets for ensuring that pupils achieve high standards and make at least good progress;
      2. Increases teachers’ effectiveness and secures school improvement.
   6. 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.
   7. Ensure that the management, finance, organisation and administration of the school support its vision and aims.
   8. Ensure that policies and practices take account of national, local and school data and inspection and research findings.
   9. Monitor, evaluate and review the effectiveness of the school’s policies, priorities and targets and take action where necessary.
2. **Teaching and Learning**
   1. Work with the Governing Body, staff and LA to secure and sustain effective teaching and learning throughout the school.
   2. Ensure a consistent and continuous school-wide focus on pupils’ achievement, using data and benchmarks to monitor progress in every pupil’s learning.
   3. Establish creative, responsive and effective approaches to teaching and learning.
   4. Determine, organise and implement the curriculum and its assessment; monitoring and evaluating these in order to identify and act on areas for improvement.
   5. Ensure effective teaching of reading, writing and mathematics and subjects in the wider curriculum.
   6. Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils, including those with special educational or linguistic needs, in order to set and meet challenging, realistic targets for improvement.
   7. Create and maintain an effective partnership with parents/carers to support and improve pupils’ attainment, progress and personal development.
   8. Develop effective links with the community, including business and industry, to extend the curriculum and enhance teaching and learning.
3. **Leading and Managing Staff**
   1. 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.
   2. Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring there is a clear delegation of tasks and devolution of responsibilities.
   3. Implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to pupils’ achievement.
   4. Work closely with the senior leadership team to maximise performance of the staff.
   5. Motivate and enable teachers, including subject leaders, pastoral leads, special educational needs coordinator and support staff to develop expertise in their respective roles, through high quality continuing professional development.
   6. Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
   7. Demonstrate high professional standards and leadership in a climate of high expectations for all staff and pupils.
   8. Lead by example to ensure the continuous commitment by all staff to promote the emotional health, well-being and safety of all pupils.
   9. Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers, including those for the Headteacher.

**4. Deployment of Resources**

* 1. Work with Governors and senior colleagues to recruit staff of the highest quality.

4.2 Work with senior colleagues to deploy all staff effectively in order to improve the quality of education provided.

* 1. Set appropriate priorities for expenditure, allocating funds and ensuring effective administration and control within the budgetary constraints.
  2. Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
  3. Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils’ achievement, ensure efficiency and secure value for money.

1. **Accountability**

5.1 Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning, improved standards of achievement, efficiency and value for money.

5.2 Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

5.3 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.

5.4 Ensure that pupils and parents/carers are well informed about the curriculum, attainment and progress and about the contribution they can make to help the school achieve its targets for improvement.

* 1. Ensure that accurate and up to date records are compiled and maintained to satisfy safeguarding regulations.

1. **The school building and site**

6.1 Ensure effective supervision and security of the school environment.

6.2 Work with the Governors, staff and Premises Officer to maximise the potential of both the school building and site to provide stimulating learning environments and facilities.

6.3 Ensure the good maintenance and safety of the building, equipment and site

6.4 Keep up to date Safeguarding and Health and Safety policies and procedures to ensure the safety of all members of the school community.