

**London Borough of Havering
Children's Services Directorate**

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| Job Title: | Head Teacher |
| Grade: | Leadership Spine points L21 – L27 |
| School: | St Edward's Church of England Voluntary Aided School |
| Reports To: | The Chair of the Governing Body |
| Staff Managed: | Deputy Headteacher |

Job Purpose and Content

The Head Teacher is the leader and manager of a school staff that together are responsible for the education and welfare of the pupils in the school. The Head Teacher is at all times responsible for the leadership, internal organisation, management and control of the school and is expected to make sure that there is in place an agreed and understood system of management and supervision within which all staff work. The Head Teacher is a practising Christian who will support and promote the Christian ethos which is embedded in our school.

Principal Duties and Responsibilities

The professional responsibilities and duties of a Head Teacher are set out in detail in the Schoolteachers' Pay and Conditions Document, which is varied from time to time, and any or all of those duties may be required of the postholder.

Subject to the direction of the governing body of the school:

1. Act as the governing body's primary adviser, developing and deploying relevant knowledge, skills and expertise to support governors in decision making, strategic planning and monitoring performance.
2. Take a leading role in developing and communicating the aims, objectives and long term vision of the school
3. Make sure that the vision of the school is reflected in strategic and development planning, and in a performance management structure, which is supported by coherent and consistent procedures and protocols

4. Take the lead role in school improvement, developing and agreeing priorities for improvement and monitoring, evaluating and reporting progress
5. Develop, maintain and extend professional relationships with a range of stakeholders and external bodies to support the work and vision of the school and outcomes for children
6. Act as the leader and manager of the school community, responsible for leadership culture, management of resources, and the system of delegation of powers and responsibility
7. Responsible for ensuring compliance in relation to the statutory obligations, duties and responsibilities of the school
8. Responsible for developing and maintaining an efficient and effective system of management and organisation for all school resources, which includes finance, personnel, information, buildings and premises and plant and equipment
9. Leadership of a school senior management team responsible within a system of delegated authority for the operational management and supervision of the school
10. Responsible for developing and maintaining a curriculum that meets statutory obligations and expresses the agreed vision and objectives of the governors
11. Lead responsibility for developing, maintaining and monitoring the quality of provision and teaching and learning in the school
12. Direct line management responsibility for staff, within an agreed line management system and structure, including their performance management and continuing professional development
13. Lead responsibility for health and safety, staff and pupil well being and safeguarding and for contingency and emergency planning
14. Take appropriate action to identify, analyse, minimise and manage any risks to health, safety and security in the working environment and in off-site school activities
15. Responsible for ensuring an effective and efficient system of quality assurance is maintained and developed that covers all aspects of the school's functioning
16. Where the Head Teacher has teaching responsibility: teaching pupils and class(es) that are usually designated as part of an annual timetabling exercise, which includes planning, delivering and monitoring lessons, and setting and marking work, including homework

17. Covering classes, within the framework of the school's cover arrangements, where a teacher is absent and, where relevant, providing cover information for other teachers in the event of known and foreseen absence(s)
18. Take part in relevant training and development, assessment of performance and an agreed programme of personal professional development
19. Work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours