



JOB DESCRIPTION

Position: Headteacher

Reporting to: CEO, Trustees and Governors

Job Purpose including Main Duties and Responsibilities:

In addition to the Conditions of Employment for Headteachers laid down in Part 9 of the School Teachers' Pay and Conditions Document 2019 (section 2, paragraphs 57 to 64). **To provide strategic leadership and hold overall accountability for direction, standards achieved and quality in order to:**

- with governors (individually and collectively), provide the leadership and management which enables the board to give every pupil high quality education and which promotes the highest possible standards of achievement and well-being
- secure the long-term success of the school, within the Trust, by maximising potential through the skills and resources held within St Martin's
- build system-wide leadership capacity at all levels through actively developing strategic governance, staffing structures and roles and responsibilities

Key Accountabilities:

1. Leading Teaching and Learning/outcomes and standards

Working with other leaders to:

- ensure a continuous and consistent school-wide focus on pupils' achievement, using data and benchmarks to monitor progress
- establish creative, responsive and effective approaches to learning and teaching
- set high expectations and set stretching targets for all of the school community
- monitor, evaluate and review school practice and promote improvement strategies
- tackle under-performance at all levels

2. Developing self and working with others

- ensure the development of, and maintaining effective strategies and procedures for, staff induction, professional development and performance review
- promote and maintain a culture of high expectations for self and others
- ensure effective planning, allocation, support and evaluation of work of teams and individuals
- regularly review own practice, set personal targets and take responsibility for own development

3. Managing the Organisation

- ensure the ongoing development of an organisational structure which reflects the school's values and enables effective and efficient operations
- ensure evidence-based improvement plans and policies promote continuous school improvement
- effectively strategically manage the school's human, financial and physical resources
- recruit, retain and deploy staff appropriately
- ensure that a Deputy Headteacher or suitable person, assumes responsibility for the discharge of the Headteacher's function at any time when absent from school
- to ensure the organisation complies with all GDPR and to be the Senior Information Risk Owner.

4. Securing Accountability

- continue to develop an organisation in which all staff recognise they are accountable for the success of the school
- ensure individual staff accountabilities are clearly defined, understood, agreed and recorded
- present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences
- ensure that parents and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning
- work with the governing body to enable it to meet its statutory responsibilities
- ensure every individual child has access to high quality teaching and learning

5. Strengthening Community

- create and promote positive strategies for challenging all types of prejudice
- ensure a range of community-based learning experiences
- collaborate with other agencies to ensure pupil and community needs are met

6. Shaping the future

- ensure that the school is aware of significant changes in educational policy and plan accordingly

7. Safeguarding

- ensure that the school is a safe place to learn and work
- to ensure that the school meets all statutory obligations under keeping children safe in education are adhered to through regular monitoring and review

NOTES

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the postholder must have regard to the Teachers' Pay and Conditions Document 2019.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Trustees and Governors.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out in the foregoing.

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