



Fair Field Junior School

Headteacher Job Description

This job description should be read in conjunction with the National Conditions of Employment for Headteachers

Position: Headteacher

Reporting to: The Governing Body and Multi Academy Trust

Main purposes:

The Headteacher will provide leadership and direction for the school and the Multi Academy Trust. The aim is to secure the school and Trust's success, ensuring each pupil is given the best possible opportunity to achieve his or her maximum potential.

The Headteacher will be committed to excellence, equality and high expectations of all pupils and staff in teaching and learning.

They will engage in an open way with the school's various internal and external communities to secure support for the school and Trust.

The Headteacher, working with the Trust, Governing Body, senior leadership team and school staff will develop and agree a strategic vision for the school and MAT focused on continuous improvement.

The Headteacher will be expected to spend the majority of their time on activities which will allow this vision to be fulfilled.

Specific Responsibilities:

Strategic direction and development of the school

- To be the Governing Body's and MAT's principal professional adviser. To provide data, information, objective advice and support to the Governing Body and MAT to enable it to support and meet its responsibilities for securing effective teaching and learning and improved standards of achievement.
- To ensure compliance with all applicable LA and DfE policies, in consultation with governors and staff, including Hertfordshire Learning Partnership.



- To work in partnership with the Hertfordshire Improvement Partner in accordance with the HIP handbook.
- To demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, and instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- To ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.

Teaching and Learning

- To lead teaching by example.
- To ensure that pupils receive an effective and appropriate education according to their individual needs and abilities to enable them to meet all targets and secure enjoyment and achievement in learning.
- To secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- To establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- To provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

Leadership and Management

- To provide transformational and inspirational leadership of learning and teaching to allow for the realisation of the full potential of all pupils.
- To maintain a single central record in line with current legislation.
- To create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

- To identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- To hold all staff to account for their professional conduct and practice.
- To establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- To welcome strong governance and actively support the MAT and governing board to understand their role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
- To exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
- To distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision-making.

Community Cohesion and Pastoral Care

- To be responsible for promoting and safeguarding the welfare of children and young persons.
- To maintain an ethos in which all individuals feel valued and where personal endeavour and responsibility are encouraged and embedded within the school and wider community.
- To maintain an environment where all members of the school community actively demonstrate their care and concern for everyone, paying particular attention to vulnerable learners and hard-to-reach families.
- To create a partnership where parents and carers are kept well informed about the curriculum, attainment and progress of their children and where they understand how they can best contribute to



the progression of clearly communicated targets for academic and personal improvement.

- To take account of, and respond to feedback sought from pupils, parents/carers and the wider community.

Other

- To undertake any additional duties at the reasonable request of the Governing Body and MAT.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions as they relate to Headteachers.