

**WOOD END PRIMARY SCHOOL JOB DESCRIPTION – HEADTEACHER**

The Headteacher will provide professional leadership and vision for the school which ensures its continued success and improvement with all members of the school’s community. They will provide an environment for teaching and learning that empowers both pupils and staff to achieve their potential.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

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| **Strategic Direction and development of the school**  **Working with the Governing Board to develop a strategic view of the school and its community, analysing and planning future needs** | The Headteacher will:   * work in partnership with the Governing Board, staff, volunteers, parents, carers and local businesses to help Wood End Primary School and its children achieve success * take a community leadership role, inspiring the whole community to place the children of Wood End at its centre * review, hone and implement an ambitious and realistic Development Plan which will secure continuous school improvement * ensure robust governance arrangements are in place which are communicated to those both within and outside of school e.g. finances, organisational roles and responsibilities and administration * ensure there is a robust policy framework in place, where necessary evaluating the impact of, reviewing, adapting and implementing policies and practices which take account of national and local requirements as well as meeting the needs of the school, its staff and students * robustly monitor and evaluate the school’s performance responding and reporting to the Governing Bard on a regular basis * ensure that Wood End has a future focussed flexible workforce which is able to respond to local and national changing priorities and which meet the future strategic direction of the school |
| **Teaching and Learning**  **At Wood End Primary School excellence is pursued and achieved through teaching and learning and takes place in the context of the individual needs and aspirations of the pupils** | The Headteacher will :   * develop and maintain an environment which provides each pupil with the desire and capacity to study in order to learn more effectively with increasing independence * ensure a consistent and continuous whole school focus on pupil achievement through the development and implementation of a performance framework. With the ability to use a range of data to monitor pupil progress and make evidence based improvements * ensure that learning is at the centre of strategic planning and resource management which ensures that each pupil achieves their full potential * build and develop an environment underpinned by a code of behaviour that promotes and secures excellent teaching, effective learning and high standards of achievement and exemplary behaviour * determine, develop and implement a policy for the spiritual, social, moral and cultural developmental of pupils and their personal and health education * promote respect and understanding of diverse cultures, languages, ethnic communities and faiths * monitor, review and evaluate the quality of teaching and learning, ensuring high standards of achievement for all pupils * implement and evaluate positive strategies and programmes which ensure good pupil behaviour, conduct and discipline. Providing support and clear guidance on exclusions in accordance with school, local and national policy * develop and maintain effective links with business and industry in order to extend the curriculum and enhance teaching and learning * provide pupil centred extra-curricular activities in accordance with the educational aims of the school and which extend the horizons for pupils |
| **Leading and Managing Staff**  **The role of Headteacher is one of leadership. In the teaching and management of staff their unique contribution as individuals should be valued and recognised** | The Headteacher will:   * lead by example; a model of professionalism, conduct and presentation, demonstrating high standards of expertise and commitment * maximise the contribution of staff to improve the quality of education provided and standards achieved. Ensure that constructive working relationships are formed between staff and pupils * implement and sustain effective and robust procedures for the performance management of staff * motivate and enable all staff in the school to carry out their respective roles to the highest standard through a high quality CPD based on assessment of needs and systematic monitoring and evaluation * effectively lead and manage school staff in ways that reflect and meet the polices of the Governing Board, ensuring that professional duties are fulfilled, as specified in the Teachers Pay and Conditions Document, including those of Headteacher * actively engage in the arrangements made in accordance with the regulations for Headteacher appraisal and embrace opportunities for their own continued professional development * ensure that a suitably nominated person assumes responsibility for the discharge of the Headteacher’s functions at any time when absent from school |
| Efficient and effective deployment of staff and resources  Ensuring that the deployment of all staff, finance, resources, time and energy reflect the aims of Wood End Primary School’s community and the needs of all of the pupils | The Headteacher will:   * in partnership with Governors and senior colleagues create an environment which attracts and retains staff of a high calibre who are passionate and strive for excellence, and share and contribute to the school ethos * work with senior colleagues to deploy and develop staff effectively in order to improve the quality of education and raise standards * manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations * make arrangements for the security and effective supervision of the school buildings, their contents and the grounds * in partnership with the Governing Board develop and implement robust financial arrangements; prioritising expenditure, allocation of funds and effective administration, control and management of the school’s budget * manage and organise the school accommodation efficiently and effectively to ensure it meets the needs of the pupils, curriculum, community use and health and safety regulations * manage, monitor and review the range, quality and use of all available resources in order to improve school environment and quality of education * produce and implement clear, evidence based improvement plans and policies for the development of the school and its facilities |
| Accountability  The Headteacher recognises his/her responsibilities and those of the governing board as specified by legislation | The Headteacher will:   * continue to develop the organisation and ethos of the school so that all staff individually and collectively recognise that they are accountable for its success * provide information, objective advice and support to the Governing Board to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money * present a coherent and accurate account of the school’s performance to a range of audiences, including Governors, the LA, the local community, OFSTED and others to enable them to hold the school to account * develop and implement clear and transparent mechanisms which inform parents/carers and pupils about the curriculum, attainment and progress as well as the contribution they can make in supporting their child’s learning and achieving the school’s target for improvement * carry out any such duties as may be reasonably required by the Governing Board |
| Safeguarding | The Headteacher will ensure that:   * the policies/ procedures adopted by the Governing Board are fully implemented and followed by all staff and volunteers * sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including participating in other inter- agency meetings, and contributing to the assessment of children * all staff and volunteers feel able to raise concerns about poor or unsafe practice with regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices |

This job description forms part of the contract of the person appointed to this 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 Document.