

Mount Pleasant Primary School

Head Teacher – Job Description



ISR:	ISR L16 – L 22
Responsible to:	The Local Governing Body
Job Purpose (Main Duties and Responsibilities)	
<p>To provide strategic and operational leadership and management that enables the School to give every pupil an outstanding education. The post holder will promote the highest possible standards of achievement and well-being to secure the long-term success of the school.</p> <p>To deliver the vision, values and curriculum of the School.</p> <p>To develop partnerships with local schools and the wider community and meet the requirements of the Department of Education, Ofsted and other external bodies.</p> <p>To instil a creative and innovative style of leadership that inspires the pursuit of excellent educational standards and high aspirations for all pupils.</p> <p>To engender respect and trust throughout the school and plans and deliver improvements through effective management and delegation, empowering senior leaders.</p> <p>To demonstrate a dynamic and professional leadership style which motivates staff, sets high expectations, enhances achievement and encourages rigorous and on-going self-evaluation.</p> <p>To create a culture that challenges prejudice, values diversity and promotes equality.</p> <p>To be visible, welcoming and approachable.</p> <p>To act as a member of the local governing body.</p> <p>To carry out their duties in line with professional standards, codes of conduct and school policies and procedures.</p>	
Leadership, Strategic direction & development	
<p>Work with the Governing Body to create the strategic vision, ethos and curriculum plan of the school and its leadership structure.</p> <p>Translate the school's vision and aims into operational objectives and plans, motivating and empowering others to carry the vision forward.</p> <p>Provide dynamic, consistent and motivational leadership to the staff, children, families and wider community served by the school</p> <p>Implement robust and sustainable strategies to drive through changes necessary to</p>	

deliver high quality services, within the school and for the wider community.

Gain and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans.

Ensure that the provision reflects the highest professional standards and receives positive OFSTED reports

Recruit appropriately qualified and experienced staff and deploy staff effectively to ensure the highest quality of education is provided.

Ensure that statutory requirements, the decisions of the Governing Body and the needs of the pupils, their parents/carers, commissioners and the community are met.

Develop a school that is constantly seeking ways to learn and improve its performance.

Ensure that the values, ethos, policies and procedures are relevant, fair, inclusive and consistently implemented.

Be responsible for the management, development, and resourcing of policies.

Manage the school effectively, ensuring the successful implementation of an innovative curriculum offer and the day-to-day smooth running of the school.

Advise the Governing Body on the formation of the annual budget in order to ensure the school achieves its objectives.

Take the lead in monitoring, evaluating and reviewing, health and safety, and risk assessment of the school budget and buildings.

Deliver effective operational management for the School's financial and physical resources.

Supervise the efficient management of the school budget.

Supervise effective use and development of school premises and resources

Act in accordance with legislation affecting the conduct of the school, particularly that governing health and safety matters and employment rights.

Teaching and learning

Lead on the design and implementation of the school's overall provision

Lead on school development initiatives and monitoring/evaluation with a view to improving learning outcomes

Develop a purposeful and focused learning environment through the effective management of young people's behaviour and a joint learning approach for pupils and parents / carers.

Ensure a consistent and continuous school-wide focus on pupil assessment and achievement, using appropriate data and benchmarks to set, monitor, track, evaluate

and report individual pupil progress.

Monitor, evaluate and review classroom practice and promote improvement strategies; aiming for outstanding standards of teaching and learning at all times

Maintain high expectations amongst staff for the progress of all pupils.

Take overall responsibility for behaviour, pastoral care, safeguarding and pupil progress.

Ensure records and reports are available to parents/carers and outside agencies in line with data protection policy

Pastoral Care

Develop an ethos of mutual respect, integrity, compassion and tolerance providing an inclusive environment for all.

Develop and give a high level of attention to effective relationships within the school and between the school and the local community.

Develop strategies which promote the highest standards of behaviour and attendance.

Achieve and promote a culture of high levels of aspiration within the school and between the school and the local community.

Provide nurturing and attentive pastoral care for all pupils.

Provide opportunities for pupils to understand and adopt healthy behaviours and lifestyles.

Provide opportunities for pupils to develop their spiritual, moral, social and cultural understanding.

Manage pastoral care, pupil welfare, anti-bullying and child protection procedures effectively.

Partnerships

Work in partnership with parents and carers to raise the educational standards, promote lifelong learning and improve outcomes for all.

Create strong links and collaborative ways of working with all stakeholders including, the wider community and schools, to achieve common goals.

Develop partnerships with schools and relevant agencies for the pupils.

Assume ultimate responsibility for communication with parents/carers and outside agencies.

Managing people and developing strong working relationships

Advise the Governing Body on the recruitment and selection of staff.

Ensure all teaching and support staff are fully informed of strategic and operational objectives.

Provide inspirational leadership and guidance for staff.

Establish staff roles and responsibilities, initiating and maintaining suitable staff appraisal/performance management procedures and ensuring systematic and equitable professional development arrangements.

Implement the School's Appraisal policy and processes that will set operational and / or performance goals for all members of staff and which are clearly linked to the long term objectives as set out in the strategic and annual improvement plans.

Ensure the development and implementation of effective HR policies and procedures for staff induction, professional development and performance review in line with school policy

Encourage and manage the on-going professional development of staff ensuring that the CPD strategy is aligned with the strategic goals of the school.

Create and develop an organisation in which staff recognise that they are accountable for the success of the school.

Have due regard for the health and well-being of staff.

Participate in Continuous Professional Development in pursuit of school improvement and disseminate learning to appropriate school staff.

Safeguarding

Have due regard for safeguarding and promoting the welfare of pupils ensuring that robust child protection procedures are adopted and adhered to by the school.

Ensure that the highest priority is given to statutory guidance, regulations and policies relating to the safeguarding of children and young people.

Ensure the safety and welfare of pupils at all times.

Report to the appropriate authorities any concerns relating to child protection.

Ensure that an effective PREVENT strategy is implemented and complied with.

Undergo an Enhanced Disclosure and DBS checks and obtain any other statutorily required clearance.

Ensure all staff, volunteers and contractors have obtained required clearances and that the Single Central Record is appropriately maintained.

Health and safety

Ensure that Health and Safety legislation, policies and other requirements are up to date and complied with.

Ensure that relevant training in respect of Health and Safety is undertaken by appropriate staff.

Accountability

Develop a good and effective working relationship with the Governing Body.

Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning; high achievement and value for money.

Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, e.g. Governing Body and parents.

Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement.

Work with the Governors to regularly review own practice, set personal targets and take responsibility for own development.

Carry out such other duties as required by the Governors and which are commensurate within the role