

Brinsworth Manor Infant School – Headteacher Job Description

Post Title	Headteacher
Contract	Leadership Scale
Salary	£52, 929 to £61, 338 (L13 – 19)
Responsible to	The Governing Board
Core Purpose	To provide professional leadership and management for the school, subject to the Conditions of Employment for Head Teachers contained in the current School Teachers’ Pay and Conditions Document(STPCD)

Main duties and responsibilities

The following six key areas represent the role of the Headteacher. Although interdependent, it is expected that the Head Teacher will identify priorities within these as they define the strategic and operational priorities within the school.

Strategic Direction and Development of the School	<p>Working with the Governing Board and others to create a shared vision, strategic plan and positive climate which inspires and motivates pupils, staff and other members of the school community. This includes:</p> <ul style="list-style-type: none"> • The setting and achievement of ambitious, challenging goals and targets. • Leading change, creativity and innovation. • Promoting and safeguarding the welfare of the children. • Working with the school community to translate vision into clear objectives and operational plans to promote and sustain a flourishing, continually improving school.
Leading Teaching and Learning	<p>Developing a successful learning culture focused on raising the quality of teaching, learning and pupil achievement. This includes:</p> <ul style="list-style-type: none"> • Ensuring a consistent and continuous school-wide focus on pupils’ achievement and attainment, using robust data analysis and benchmarks to monitor progress in every child’s learning. • Ensuring that learning is at the centre of strategic planning and resource management. • Monitoring and evaluation to identify areas for improvement in curriculum and assessment. • Designing and implementing a rich, diverse, flexible curriculum to meet the personalised learning needs of every child, including SEN and more able children and fulfilling the requirements of the National Curriculum. • Overcoming disadvantage. • Ensuring that the locally agreed policy on Religious Education is fulfilled. • Promoting a school ethos which extends opportunities for learning and encourages extra-curricular activities. • Modelling entrepreneurial and innovative approaches to school improvement. • Acknowledging and sharing excellence.
Leading and managing staff	<p>Ensure effective relationships, which enable everyone in the school to achieve. This includes:</p> <ul style="list-style-type: none"> • Assisting the Governing Board in determining the staffing structure of the school. • Effective team working. • Performance Management. • Appropriate continuing professional development for all. • Developing and maintaining a culture of high expectations for self and others, taking appropriate action when performance is unsatisfactory. • Building a collaborative learning culture within the school, actively engaging with other schools to build effective learning communities.
Managing the School	<p>Provide effective organisation and management, grounded in rigorous self-evaluation and quality assurance, which ensures an effective, efficient and safe learning environment. This includes:</p> <ul style="list-style-type: none"> • Establishing and sustaining appropriate structures, systems and policies which reflect the school’s priorities and are in line with legal requirements. • Day to day management of a calm, well-ordered school with exemplary pupil

	<p>behaviour.</p> <ul style="list-style-type: none"> • Financial planning and management of the budget. • Delegating management tasks and monitoring their implementation. • Coaching current and aspiring leaders in pursuit of excellence, to support clear succession planning. • Maintaining knowledge of the Ofsted framework. • Building capacity for improvement and ensuring value for money. • Sustaining a safe, secure, attractive and healthy school environment.
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Accountability	<p>Ensure that the Head Teacher's legal and contractual responsibilities are met. This includes:</p> <ul style="list-style-type: none"> • Working with the Governing Board to meet its responsibilities, providing advice and information. • Ensuring individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation. • Engaging the whole school community in self-evaluation of its work. • Supporting the school's ethos which enables everyone to work together to share knowledge and understanding, celebrate success and accept responsibility for outcomes. • Ensuring parents are kept regularly informed of their child's progress. • Working with Local Authority officers in the monitoring and evaluation of the school according to such arrangements as may be required by and/or agreed between the Governing Board and the Local Authority. • Having regard to the provisions of the Code of Practice on Local Authority/School Relations. • Liaising, in the best interest of pupils or in the meeting of statutory obligations, with other educational professionals, medical, social and other support services.
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Strengthening community	<p>Work collaboratively at both strategic and operational levels with parents, carers, external agencies, Parent Teachers Friends Association and the wider community to ensure the well-being of all children and enhance their educational opportunities. This includes:</p> <ul style="list-style-type: none"> • Creating and maintaining effective partnerships with parents and carers to support and improve pupils' achievement and personal development. • Seeking opportunities to invite parents, carers and other stakeholders into the school to enhance and enrich the school and its value to the wider community. • Communicating British Values and principles across the curriculum and through all aspects of school life. • Promote the value of education to parents and carers and the wider community. • Developing links with local employers for the benefit of pupils and the school.
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Date:	8 th November 2017	
Signed:	Stacey Deeks	Chair of Governors

The job description is current at the date shown, but after consultation with the Governing Board, may be changed to reflect or anticipate changes in the job requirements.

Whilst every effort has been made to detail the main duties and responsibilities of the post, each individual task and duty to be undertaken has not been identified.