

St Oswald's CE School

Headteacher Job Description

Purpose

- To provide vision, leadership and direction for the school
- With the Governing Body, to be responsible for creating, maintaining and enhancing an effective learning environment which is engaging and fulfilling for all pupils, promoting the highest possible standards, and fostering the continual improvement of the quality of learning offered by the school
- To preserve and develop the values and Christian ethos of the school

Accountable to

- The Governing Body of the School

Accountable for

- The standards, progress and well-being of all pupils and staff
- All the resources of the school

Key Tasks

Overall

- To treat everyone fairly and equitably, with dignity and respect so as to create and maintain a shared school culture and positive climate that motivates pupils, staff and all other members of the school community
- To nurture all children and create a culture of high expectations and aspirations that leads to excellent learning
- To promote effective relationships with all pupils, staff, governors, parents, other schools, the local community, the Local Authority and other external bodies

Leadership and management

- To ensure that parents, pupils, staff and governors are committed to the school's vision of excellence
- To be responsible for the day-to-day management, organisation and administration of the school, modelling effective work-life balance and managing the workload of others
- To ensure that the school achieves its curriculum and pastoral aims through the implementation of effective improvement planning based on robust self-evaluation
- To develop an open culture for sharing best practice within and between schools, drawing on relevant research and data analysis
- Working with other staff and governors, to create and implement appropriate policies and procedures that raise standards across the whole curriculum
- To lead and manage change effectively

As a Church school

- To articulate confidently, support and promote a vision for the school rooted in distinctively Christian values
- To ensure that arrangements for religious education and collective worship meet statutory requirements

- To work closely with the local Churches and the Diocese to promote an understanding of the Christian faith and respect for other faiths and cultures

Governance

- To work with the Governing Body to enable it to meet its responsibilities and present to it, on a regular basis, an accurate account of the school's performance
- To advise the Governing Body on the formulation of policies and their implementation, to ensure the enhancement of the quality of learning in an efficient and cost effective manner

The curriculum

- To ensure that statutory requirements for the curriculum are met, that curriculum provision is appropriate and relevant to the needs of all pupils and provides equality of opportunity for all
- To secure a broad and balanced curriculum that successfully promotes spiritual, moral, social and cultural learning and helps to prepare pupils for life in modern society
- To ensure that the curriculum promotes and sustains a thirst for knowledge and understanding and a love of learning, and challenges pupils to ensure they make excellent progress

Behaviour and safety

- To secure a safe, calm and well-ordered environment for all pupils and staff, with effective safeguarding procedures that ensure the safety of all pupils, including in respect of e-safety
- To establish a positive ethos throughout the school so that pupils take pride in their school, their work and their behaviour

The quality of teaching and learning

- To recognise what constitutes good and outstanding teaching and learning, and be able to communicate this effectively to all staff and governors
- To ensure that teaching nurtures, engages and motivates children
- To ensure that effective teaching strategies are matched closely to pupils' needs, including the most and least able, so that all pupils learn well in lessons
- To ensure that teaching is appropriate to the age and ability of all pupils and provides challenge, progression and high expectation to enable all pupils to achieve at the highest level
- To establish rigorous, fair and transparent systems and measures for managing the performance of all staff, supporting staff to improve and valuing excellent practice
- Through the effective management of Pupil Premium funding, ensure that disadvantaged pupils achieve at least as well as their peers and those with Special Educational Needs and Disabilities are given every opportunity to do the same
- To ensure that teaching helps to develop a culture of excellence, where the highest achievement in academic work is recognised, including that of the most able

The achievement of pupils

- To ensure that the curriculum and pastoral aims are achieved through the effective implementation of school improvement planning
- To ensure that the accurate assessment of children's learning needs and development is used effectively to improve teaching and learning so that all pupils make good progress and achieve well

- To ensure that parents and carers are regularly provided with sufficient information to understand how well their children are doing and what they can do to help improve learning
- Ensure that there are successful strategies for engaging with all parents to the benefit of all pupils
- To ensure that children are well prepared for each new stage in their education

The Selection Panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the following criteria through the **Application, References, Interview or completed Tasks.**

Headteacher Specification	Essential	Desirable	Application	Reference	Interview	Tasks
Qualifications and Experience						
Qualified Teacher Status	E		A			
Has NPQH qualification		D	A			
Recent experience as a senior leader	E		A		I	
Qualities and Knowledge						
Knowledge and understanding of the curriculum across the appropriate age range	E		A		I	
Commitment to maintaining and developing the Christian ethos of the school and promoting an understanding of other faiths and cultures	E		A		I	T
Demonstrate positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community	E		A	R	I	
Lead by example driving the strategic leadership, empowering all pupils and staff to excel	E			R		T
Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally		D	A			
Pupils and Staff						
Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes	E		A	R		
Develop pupil's learning, independence and resilience recognising the need for all pupils to enjoy school in order to become confident and enquiring learners	E		A		I	
Create a learning culture within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other	E		A		I	
Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning		D	A		I	

Headteacher Specification (continued)	Essential	Desirable	Application	Enhanced	Interview	Assessment
Systems and Processes						
Maintain a safe, calm and well-ordered environment for all pupils and staff, and developing their exemplary behaviour	E		A		I	
Establish rigorous, fair and transparent systems and measures for managing the performance of all staff	E		A		I	T
Welcome strong governance and actively support the Governing Body to understand its role and deliver its functions effectively	E		A		I	
Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources	E		A		I	
Self-Improving School Systems						
Maintain an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils		D	A		I	
Develop and maintain positive relationships with the local parish, school cluster, diocese, and the Local Authority	E		A		I	
Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff	E			R	I	
Safeguarding						
Demonstrate a commitment to safeguarding and the welfare of children and young people	E				I	
Ability to form and maintain appropriate relationships and personal boundaries	E			R	I	
Emotional resilience in working with challenging behaviours	E			R	I	
Appropriate use of authority and discipline	E			R	I	T

This school is committed to safeguarding and promoting the welfare of all children and staff. The appointment is subject to the receipt of a satisfactory enhanced DBS disclosure.

