



Queen Victoria Primary School

Headteacher Job Description

Purpose of the job

The Headteacher is the prime mover in creating, inspiring and embodying the ethos and culture of this school and ensuring the environment for teaching and learning that empowers both staff and pupils to achieve their highest potential.

The Headteacher will be responsible for providing clear direction to all members of the school community and for ensuring the smooth day to day running of the school.

Strategic Leadership

- Work with the Governing Board to provide a strategic vision for the school, analysing and planning for its future needs and further development within a local, national and international context
- Create and promote a collaborative vision which is shared and understood empowering all pupils and staff to excel
- Actively promote the ethos and policies of the school including high levels of achievement for all
- Plan strategically for the school's development over time
- Lead and creation and effective implementation of the annual school improvement plan
- Be highly visible and accessible to all members of the school community
- Evaluate the effectiveness of the school's policies and developments including the use of assessment information to inform whole school planning

Leading Learning

- Articulate and exemplify excellent practice in the learning process
- 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
- Ensure that Creative Learning is at the heart of strategic planning and resource management

- Implement strategies to involve pupils in their own learning within and outside of a creative school curriculum
- Implement strategies which secure high standards of behaviour and attendance
- Ensure that all pupils have access to an inclusive and diverse creative curriculum which meets their needs
- Promote and encourage a culture of creativity in teaching and learning promoting the sharing of best practice within and between schools
- Ensure that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement
- Monitor and evaluate the effectiveness of teaching, learning and the curriculum, taking swift action to address identified areas for development
- Ensure pupils have access to rich and broad educational experiences to enhance their learning and personal development

Professional Development

- Promote equality of opportunity
- Ensure effective processes are implemented for staff induction and professional development
- Promote a learning community which celebrates success and encourages innovation
- Empower individuals and teams to attain high goals and secure improvement
- Prepare and support individuals with a view to succession planning from within

Systems and Processes

- Provide a safe, calm, well ordered environment for all pupils and staff which is focused on safeguarding pupils
- Ensure that the school's systems, organisation and processes are well considered, efficient and for purpose, upholding the principles of transparency, integrity and probity
- Actively support the governing board in establishing priorities for expenditure, monitoring the effectiveness of spending and usage of resources with a view to achieving value for money
- Recruit and develop staff to make the most effective use of their skills, expertise and experience

- Ensure succession planning through quality professional development
- Implement rigorous, fair and transparent systems for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice
- Ensure that individual staff accountabilities are clearly defined, understood and reviewed
- Ensure that statutory requirements for safeguarding and health and safety are met
- Ensure effective processes are in place for robust self- evaluation and use the outcomes to inform strategic planning
- Work with a range of external partners/agencies to secure the best outcomes for pupils

Collaboration and Community

- Further develop our inclusive ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Actively promote and maintain the creative learning in the delivery of our curriculum
- Ensure the Voice of the Student is welcomed, valued and intrinsically utilised in school development
- Embrace and celebrate the cultural diversity of the school community
- Collaborate with other agencies to provide for the academic, spiritual, moral, social, emotional and cultural wellbeing of pupils and their families
- Create and maintain an effective partnership with parents/carers
- Work extensively in partnership with other schools and agencies to enhance and enrich opportunities for pupils, their families and the wider community
- Positively and visibly represent the interests of the school with the local community
- Develop Queen Victoria Primary School as an outward-facing school which works with other schools and organisations in a climate of mutual challenge, to champion best practice and secure excellence

Safeguarding

- Accept responsibility for promoting and safeguarding the welfare of children
- Promote the safety and wellbeing of pupils and staff
- Have knowledge of national and local safeguarding guidance.
- Have experience of safeguarding and promoting the welfare of children and young people
- Show a commitment to work with relevant agencies to protect children and young people
- Have knowledge of best practice and procedures in school for safeguarding children and young people

General

- Demonstrate high standards of personal integrity, loyalty, discretion and professionalism
- Lead by example with creativity, resilience and clarity
- Sustain wide, current knowledge and understanding of education and school systems

The post holder will be required to undertake any other duties of an equal nature appropriate to the post as determined by the Governing Board