**Stowlawn Primary School**

**Job Description**

The Headteacher will provide professional leadership and vision for the school to ensure its continued success and improvement. The Headteacher will provide an environment for teaching and learning that empowers both children and staff to achieve their potential.

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

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| **Leading and Managing Staff****Strategic Direction and development of the school** | The Headteacher will:* Set a strong vision and direction for the school
* Lead by example; be a model of professionalism, conduct and presentation; demonstrate 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 children
* 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 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

The Headteacher will:* Work in partnership with the Governing Board, staff, volunteers, parents, carers and local community to help Stowlawn Primary School and its children achieve success
* Take a community leadership role, inspiring the whole community to place the children of Stowlawn Primary School at its centre
* Work in partnership with colleague Head Teachers and officers of the Local Authority in order to develop and secure School Improvement and collaborative working with other local schools
* Write, implement and review an ambitious and realistic Development Plan which will secure continuous school improvement
* Evaluate the school’s performance and development to inform the School Self-evaluation Form
* 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 children
* Robustly monitor and evaluate the school’s performance, responding and reporting to the Governing Board on a regular basis
* Strategically manage the growth of the school from a one to a two-form entry
* Ensure that Stowlawn Primary School has a future- focussed, flexible workforce which is able to respond to local and national changing priorities and which meets the future strategic direction of the school
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| **Teaching and Learning** | The Headteacher will:* Develop and maintain an environment which encourages each child 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. Use a range of data to monitor and track pupil progress in order to maintain and improve pupil achievement
* Implement and evaluate positive strategies and programmes which ensure good pupil behaviour, conduct and discipline. Provide support and clear guidance on exclusions in accordance with school, local and national policy
* Ensure that learning is at the centre of strategic planning and resource management to ensure that all children achieve their full potential
* Build and develop an environment that promotes and secures excellent teaching, effective learning and high standards of achievement
* Determine, develop and implement a policy for the spiritual, moral, social and cultural development of children and their personal and health education
* Promote British Values through 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
* Provide pupil-centred extra-curricular activities in accordance with the educational aims of the school and which extend the horizons for pupils
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| **Efficient and effective deployment of staff and resources** | 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 management of the school buildings, their contents and the grounds, in partnership with Green Park and the Community
* 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 children , 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
* Apply the principles of Best Value in managing the resources of the school
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| **Safeguarding** | The Headteacher will ensure that:* He/she is the Designated Safeguarding Lead
* 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
* Promote best practice in safeguarding across the school in line with local and national guidance
* The policies/ procedures adopted by the Governing Board are fully implemented and followed by all staff and volunteers
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| **Accountability** | 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 Local Authority, 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, striving for continuous improvement
* Carry out any such duties as may be reasonably required by the Governing Board
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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 and National Standards of Excellence for Headteachers (January 2015).

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 **Stowlawn Primary School**

 **July 2018**