HEADTEACHER JOB DESCRIPTION

Job title: Headteacher

Individual School Range (Pay Range): L15 – L21

Responsible to: Governing Body of the School

Responsible for: The Headteacher carries out the duties in line with the conditions of the employment as set out in the current School Teacher's Pay and Conditions document, the National Standards of Excellence for Headteachers and the policies and procedures of the Governing body.

Core purpose

As the Headteacher of St White's Primary School you will provide the vision, leadership and strategic direction to enable the school to continue to thrive.   You will ensure a high-quality education for all pupils and provide an environment in which staff and pupils are enabled to achieve their full potential.

1.   The vision and strategic direction of the school

- Work with the Governing Body to provide strategic leadership to ensure educational excellence within the school.
- Create and implement a strategic plan which identifies priorities and targets to ensure that pupils achieve high standards and make excellent progress.
- Ensure that learning is at the centre of strategic planning and resource management.
- Ensure the strategic vision is clearly articulated, shared, understood and acted upon effectively, by all.
- Translate the vision into agreed evidence-based objectives and operational plans which will promote rapid and sustained school improvement.
- Ensure creativity and innovation in the use of appropriate new technologies to achieve excellence.
- Provide enthusiastic, visionary and clear leadership to staff in promoting excellence and delivering sustained school improvement.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and community at large.

- Welcome strong governance, develop and maintain good relationships with the Governing Body and recognise their role in holding leaders to account.
- Maintain an outward-looking approach, liaising with other schools and organisations and keeping abreast of national and local developments and research.
- Ensure that policies and practices take account of national, local and school data and inspection and research findings.

2. Safeguarding and welfare

- Perform the role of the Designated Safeguarding Lead to ensure that everything possible is done to keep our children safe.
- Ensure that safeguarding is front of mind in all that we do, for everyone involved with the school.
- Continually review systems and policies to ensure that we are in full compliance with all safeguarding regulations and follow best practice guidance from DfE and GSCB.
- Ensure that self, staff, governors and all volunteers receive the appropriate training and fully recognise that everyone is responsible for safeguarding.
- Provide a safe, calm and well-ordered environment for all pupils and staff.
- Ensure that all relevant policies are constantly updated, known and adhered to, in order to safeguard pupils' welfare.
- Ensure effective liaison with outside agencies.
- Establish excellent communication and record-keeping practices regarding child welfare.
- Ensure that teaching and the ethos of the school promotes pupils' good mental health and equips them with the confidence and knowledge to help keep themselves safe.
- Promote the effective management of positive pupil behaviour and secure high levels of attendance.
- Ensure the practice of safer recruitment in checking the suitability of all staff and volunteers to work with children.
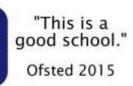
3. Leading and managing staff and securing accountability

- Encourage and maintain a culture of high morale among staff and set a personal example of professional standards of performance and behaviour.
- Encourage initiative and team work.
- Have a duty of care regarding staff welfare including their work/life balance.
- Liaise with the governors in the recruitment of teaching and support staff.

- Recruit, develop and retain exceptional staff and manage their workload to achieve the vision and goals of the school.
- Maximise the contribution of all staff to improving the quality of education provided and standards achieved.
- Develop strong distributed leadership, model high expectations and empower leaders at all levels to drive ongoing improvement.
- Ensure that professional duties are fulfilled as specified in the School Teachers' Pay and Conditions Document and the Teachers' Standards.
- Monitor, evaluate and review classroom practice and promote improvement strategies that impact positively on pupil outcomes.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance management.
- Develop and maintain a culture of high expectation for self and for others, celebrate achievements and take appropriate action when performance is unsatisfactory.
- Have an 'open-door' and 'listening' culture.
- Ensure that equal opportunities and inclusion policies/practices are effectively used.
- Liaise with representatives of teacher organisations where appropriate.
- Engage the school community in the systematic and rigorous self-evaluation of the work of the school and ensure that findings inform school improvement planning.

4. <u>Teaching and learning</u>

- Give a high priority to the further development of a wide range of teaching and learning opportunities.
- Develop a broad, balanced and relevant curriculum to meet the needs of all learners.
- Establish creative, responsive and effective subject leadership in all curriculum areas (including foundation subjects).
- Embrace the use of ICT in teaching across the curriculum and incorporate new and emerging technologies in a way that enhances and extends learning for all pupils.
- Create and maintain an attractive and exciting environment for learning.
- Ensure a culture and ethos of challenge, support and high expectations where all pupils can achieve success, are set stretching targets and are engaged in their learning.
- Ensure that there is an effective assessment, recording and reporting system of pupil progress.
- Ensure that a system for monitoring and developing the quality of teaching and learning is in place.
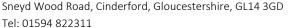
5. Efficient and effective management of resources

- With the governing body, set appropriate priorities for expenditure, manage the budget and oversee effective administration and control.
- Plan, manage and monitor the curriculum within the agreed budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration control.
- Ensure that financial regulations are adhered to.
- Manage accurate and efficient budgeting procedures and records.
- Ensure that the allocation and use of accommodation provides a positive learning environment that promotes the highest achievements for all.
- Manage and organise resources efficiently to meet the needs of the curriculum and health and safety regulations and to provide the best possible learning environment.
- Provide regular reports to the school's governing body.
- Exercise day-to-day management of the school budget.
- Ensure compliance with the standards set within the Financial Management Standards in Schools.
- Ensure compliance with all relevant Health and Safety legislation.
- Develop a long-term plan for the further enhancement of the school environment.
- Develop a long-term plan for eco-friendly initiatives.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.

This job description forms part of the contract of employment 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 as they relate to Headteachers.