

JOB DESCRIPTION

Post Title: Headteacher – The New Forest C of E (VA) School

Salary Scale: L13 – L19 (£ 53,724 – £ 62,262)

Effective Date: 1st September 2019

Reporting to: Governing Board

Job Purpose:

The Headteacher is responsible for the inspirational leadership of the school, championing high expectations in all areas including the school's strong Christian values and ethos. The Head Teacher is responsible for supporting and developing the staff team so that they can provide the best learning and life opportunities for our children. The Head Teacher is responsible for managing the school and its resources responsibly and efficiently, in consultation where necessary and appropriate, with the LA, Diocese, Governing Body, staff and parents.

Our Head Teacher will meet all requirements and the professional duties specified in the Condition of Employment of Headteachers referred to in the School Teachers' Pay and Conditions Document as well as all meeting all legal requirements with regards to Safeguarding of pupils.

Principal Responsibilities

Leadership & Management

- Lead the strategic development and direction of the school
- Have a positive commitment to the ethos and values of a Church of England School
- Inspire pupils and staff to learn, develop and achieve their full potential
- Ensure the highest expectations for learning and behaviour across the school
- Be a positive role model to staff and pupils, maintaining a visible presence around the school and within the wider community, leading by example.
- Work effectively with outside agencies, including the LA and Diocese to secure school improvement.
- Lead and manage school improvement planning, implementation and self evaluation with staff and governors.
- Promote a team approach with all staff and with the Governing Body.
- Take a lead on key policy areas and make recommendations to the Governing Body.
- Work with and develop the skills and resources of the Governing Body to ensure the successful governorship and development of the school.
- Promote and further develop the role of the school as a leader in the use of the outdoors and nature, sport, culture and technology to enrich learning and provide wide ranging opportunities and experiences for them to develop skills for life and be caring and responsible citizens.

Curriculum

- Lead the development of a rich curriculum (academic, spiritual, cultural and physical) within and beyond school hours to match the needs of all students.
- Implement strategies to raise standards of attainment, progress and behaviour.
- Develop the quality of learning and teaching with the staff team, actively supporting a culture of active self-evaluation, development, monitoring and review.
- Promote a positive attitude to learning, academic achievement and excellence for all pupils.
- Promote pupils' curiosity for learning, desire to be life-long learners and skills to be independent learners.

Community

- Develop and maintain effective links with the wider community and our local Churches.
- Develop and maintain strong links with partner/cluster schools, local Secondary Schools and other agencies. Play an active role in being a member of our local primary school cluster partnership.
- Take a proactive role in raising the profile of the school within the local community to attract families to the school and to make the most of the skills and resources available to us from within our community.
- Secure positive relationships with both current and potential parents, local pre-schools and nurseries and promote active involvement in the school community through effective marketing of the school.
- Develop the school's before and after school provision to support the needs of working parents and attract families to the school.

Finance and Resources

- Set, manage and monitor budgets and resources to ensure their effective and efficient use.
- Recruit staff of the highest quality and work with colleagues to deploy and develop staff effectively for current and future needs.

Premises

- Develop with the appropriate bodies, effective and safe use of the facilities and grounds.
- Work with the Governors' to establish and maintain a rolling plan for the maintenance and enhancement of school facilities.
- Ensure that the Health & Safety Policy is fully implemented.

General

The Head Teacher is responsible will ensure they maintain up to date skills and expertise to be able to lead all the above areas effectively. This will include working with an appropriate mentor who leads, or has recently lead, a school with outstanding characteristics.

This job description contains only the principal responsibilities (not in order of priority) relating to this post and does not describe in detail all the tasks required to carry them out. The Headteacher is expected to be flexible in order to ensure the most effective organisation and delivery of education and to undertake professional duties as designated by the Governing Body.