HEADTEACHER JOB DESCRIPTION

Position: Headteacher

Reporting to: The Governing Board

Main Purpose: To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and good standards of learning and achievement.

MAIN TASKS

1. Strategic direction and development of the school

1.1 Provide inspiring and purposeful leadership for the staff and pupils.

1.2 To work in partnership with the governing board, staff and parents generating the ethos and values which will underpin the school.

1.3 To continue to implement a Development Plan which will secure continuous school improvement.

1.4 To monitor and evaluate the performance of the school and respond and report to the governing board as required.

1.5 To ensure that management, finances, organisation and administration of the school supports its vision and aims.

1.6 To ensure that school policies and practices take account of national, local and school requirements.

1.7 To monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.

1.8 To ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.

2. Teaching and learning

2.1 Continue to maintain an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour.

2.2 Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.

2.3 Ensure that pupils develop study skills in order to learn more effectively and with increasing independence.

2.4 Determine, organise and implement a policy for the personal, social and moral development of pupils.

2.5 Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the school through appropriate methods.

2.6 Determine and implement policies which promote:

a) positive strategies for developing good race relations and dealing with racial incidents.
b) Equality of access.

2.7 Determine and implement positive strategies and programmes which ensure good pupil behaviour and discipline and give support and clear guidance on exclusions.

2.8 Develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning.

2.9 Continue to maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.

2.10 Promote extra curricular activities in accordance with the educational aims of the school.

3. Leading and managing staff

3.1 Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.

3.2 Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.

3.3 Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.

3.4 Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of teachers, including those of headteacher.

3.5 Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification of areas in which the Headteacher would benefit from further training and undergoing such training.

3.6 Ensure that a deputy Headteacher or suitable person, assumes responsibility for the discharge of the headteacher's function at any time when absent from school.

3.7 Continue the development of good working relationships with governors, staff, pupils, parents/carers and the community.

4. Efficient and effective deployment of staff and resources

4.1 Work with governors and senior colleagues to recruit and retain staff of the highest quality.

4.2 Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.

4.3 Set appropriate priorities for expenditure, allocation of funds and effective administration and control.

4.4 Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.

4.5 Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.

4.6 Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

5. Accountability

5.1 Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school.

5.2 Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the LEA, the local community, OFSTED and others to enable them to play their part effectively.

5.3 Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.

5.4 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.

5.5 Carry out any such duties as may be reasonably required by the Governing Board.

6. Safeguarding Children & Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment

Actions

The Headteacher should ensure that:

- The policies and procedures adopted by the governing board are fully implemented and followed by all staff.

- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and 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 in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.

'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 as they relate to Headteachers'.