



# HEADTEACHER JOB DESCRIPTION

## LEAMORE PRIMARY SCHOOL

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***The professional duties of a Headteacher are laid out in the current School Teachers' Pay and Conditions Document as may be amended from time to time.***

### **MAIN PURPOSE OF THE JOB**

1. To assume overall responsibilities for the day-to-day running of the school and have oversight of extended provision.
2. To promote and maintain a positive, safe and effective caring ethos.
3. To be responsible to the Governors for the effective administration and management of the School.
4. To lead in the promotion of a lively, welcoming and effective teaching and learning atmosphere that recognises the value of the pupils' backgrounds and helps raise achievement.

### **PASTORAL/CURRICULUM**

1. To plan a curriculum appropriate and fully inclusive for the needs of all pupils within the school.
2. To promote an appropriate learning environment in order to enable effective curriculum delivery.
3. To promote an ethos of inclusion and equal opportunity.
4. To manage resources in order to assist in the meeting of the educational needs of each pupil.
5. To continue the development of whole school procedures for regular review and assessment of children's progress as a way to enhance the quality of education, raise standards and to meet and exceed statutory requirements.
6. To monitor, evaluate and raise standards of teaching and learning in the school.
7. To be responsible for the development of in-service training and staff development.
8. To implement policies for the organisation of pupils' pastoral care with the appropriate standards of behaviour and discipline.
9. To liaise with local schools to develop curriculum, extra-curricular and pastoral links.

## **LEADERSHIP**

1. Use the processes of School Development Planning and Post Ofsted Action Planning as a means of giving clear direction to the school's future development.
2. To motivate pupils and staff by personal influence and concern for individual needs promoting the well being and success of the whole school.
3. To continue to raise aspirations of all staff, pupils and families.
4. To communicate effectively and engage with pupils, staff, Governors, families and the wider community.
5. To be responsible for the full range of Professional Development and Performance Management for all staff in line with national and local initiatives.
6. To be responsible for leadership of extended schools activities.
7. To carry out the role with full regard for Equal Opportunities.
8. To be responsible for all aspects of safeguarding.

## **EXTERNAL LINKS**

1. To develop whole school strategies for working with families as partners.
2. To present the school in a positive light within the wider community.
3. To foster links between the school and local industry and wider community.
4. Work with outside agencies in the promotion and delivery of school and community initiatives.

## **GENERAL ADMINISTRATION**

1. To advise and proactively work with the Governors on issues surrounding the management of the school, including the allocation of budget and resources.
2. To produce, maintain and review job descriptions and personnel specifications for all staff as part of the ongoing reform of the School's workforce.
3. To complete returns and keep records required by LA and the DfE.
4. To establish sound procedures for supervision, security, development and maintenance of buildings and grounds including Health and Safety.

## **OTHER DUTIES**

***The Headteacher should also carry out duties in accordance with and subject to the provisions of Education Acts 1944 to 2005 and any Orders and Regulations having effect thereunder.***