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| ROUNDSWELL COMMUNITY PRIMARY ACADEMY  JOB DESCRIPTION  JOB TITLE: HEAD TEACHER  NAME:  STATUS: PERMANENT FULL TIME I.S.R L17 – 23 (Salary  negotiable for an appropriate candidate)    Responsible to the Tarka Learning Partnership and line managed by the CEO |

**In this document TLP refers to the Tarka Learning Partnership**

**LEADERSHIP RESPONSIBILITIES** (see also responsibilities as laid out in the relevant parts of the Teacher’s Pay and Conditions document.) The Head Teacher will take overall responsibility for the leadership, organisation, management and conduct of the Academy in accordance with the Articles of Government and the policies of the Tarka Learning Partnership and in consultation with both the Board of Directors and Local Governing Body.

**Job Description Review**

This job description may be amended at any time following consultation between the Head Teacher and CEO of the Tarka Learning Partnership and will be reviewed annually.

**Core Purpose of the Head Teacher**

The core purpose of the Head Teacher is to provide professional leadership and management for the Academy. This will promote a secure foundation from which to achieve high standards in all areas of the school’s work. To gain this success a Head Teacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils.

Head Teachers must establish a culture that promotes excellence, equality and high expectations of all pupils.

The Head Teacher is the leading professional in the school. Accountable to the Board of Directors, the CEO and the Local Governing Body, the Head Teacher provides vision, leadership and direction for the school and ensures it is managed and organised to meet the aims and targets. The Head Teacher working with others is responsible for evaluating the school’s performance to identify the priorities for continuous improvement; raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the Academy’s aims and objectives and for the day to day leadership, management, organisation and administration of the Academy.

The Head Teacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, other Trust schools, other services and agencies for children, the Local Authority, higher education institutions, other local and national schools and employers. Through such partnerships and other activities, Head Teachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school community, the Head Teacher is responsible for creating a productive learning environment, which is engaging and fulfilling for all pupils.

***(Extract from National Standards for Head Teachers 2004)***

# **Shaping the Future**

The Head Teacher should be able to demonstrate the ability to develop a shared vision, which inspires and motivates pupils, staff and all other members of the school community. This vision should include core educational values, moral purpose and be inclusive of all stakeholders’ beliefs and values. The Tarka Leaning Partnership is committed to supporting Head Teachers of successful partner schools in achieving as much education autonomy and providing opportunities to grow careers.

## Duties and Responsibilities

## Strategic Direction and Development of the Academy

To work with the CEO, Board of Directors, the Local Governing Body, to develop a strategic view for the Academy in its community and analyse and plan for the future needs and further development of the Academy within the local, national and international context:

1. To formulate overall vision, aims and objectives for the school and policies for their implementation, which supports also the Tarka Learning Partnership’s strategic and improvement plans.
2. To create an ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental and physical development and prepare them for the opportunities, responsibilities and experiences of adult life
3. To liaise effectively with the Trust, the Board of Directors, Local Governing Body and lead & advise on strategic direction of the Academy
4. To successfully implement all Tarka Learning Partnership Policies
5. Secure the commitment of parents and the wider community to the vision and direction of the Academy to create and implement a Strategic plan and School Improvement plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers’ effectiveness and securing school improvement
6. To ensure that all those involved in the Academy 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
7. To ensure that the management, finance, organisation and administration of the Academy support its vision and aims;
8. To ensure that policies and practices take account of national, local and school data and inspection research findings
9. To monitor, evaluate and review the effects of policies, priorities and targets of the Academy in practice and take action if necessary
10. To ensure the Academy works efficiently and in full cooperation with TLP
11. To actively pursue contact with the school system beyond TLP to ensure the Academy is a reflective organisation, which looks to change over time.
12. The Head Teacher of each Academy has the responsibility to work across schools within TLP where required to do so, including leading a school which is not the one applied for. Any such request will be supported through dialogue, a review of terms and conditions and full consideration of personal circumstances.

## Leading Teaching for Learning

To work with the TLP and the governing body to secure and sustain effective teaching and learning throughout the school and to monitor and evaluate the quality of teaching and standards of pupils’ achievement, using benchmarks and setting targets for improvement.

1. To ensure that all pupils receive a good quality education through a programme designed to promote a stimulating style of learning in a safe & healthy school environment
2. To ensure a consistent and continuous school-wide focus on pupils’ achievement, using data and benchmarks to monitor progress in every child’s learning
3. With the support of others lead the assessment, pupil progress, target setting and moderation processes across the school, compiling reports for others as required.
4. To ensure that learning is at the centre of strategic planning and resource management
5. To establish creative, responsive and effective approaches to learning and teaching
6. To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
7. To be able to demonstrate and articulate high expectations and set stretching targets for the whole community
8. To be able to implement strategies which secure high standards of behaviour and attendance
9. To be able to determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework
10. To be able to take a strategic role in the development of the new and emerging technologies to enhance and extend the learning experience of pupils
11. To monitor evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels and ensure effective corrective action
12. With others, to lead the development of the Academy’s curriculum, classroom practice and teacher’s curriculum planning.

## Leading and Managing staff

To lead, motivate, support, challenge and develop staff to secure improvement:

1. To maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils.
2. To take the lead role in leading the Senior Leadership Team, ensuring relevant CPD, advice, support and holding to account each member of the Senior Leadership Team for the performance of their relevant responsibilities.
3. To plan, support and coordinate the work of both subject and phase leaders.
4. To 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 their conditions of service, ensuring a reasonable balance for teacher and other members of staff, in work carried out in school and work carried out elsewhere
5. To implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to pupils’ achievement
6. To participate in arrangements for Head Teacher performance management with the CEO
7. To ensure that trainees and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for Qualified teacher Status, the Career Entry Profile and standards for induction.
8. Challenge underperformance at all levels and ensure effective corrective action and

follow-up.

## Efficient and Effective Deployment of Staff and Resources

To deploy people and resources efficiently and effectively to meet specific objectives in line with the school’s strategic plan and financial context:

1. Ensure that learning is at the centre of strategic planning and resource management.
2. To work with the CEO, Directors, Governors and senior colleagues to recruit staff of the highest quality available
3. To work with the Senior Leadership Team to deploy and develop all staff effectively in order to improve the quality of education provided.
4. To advise the Local Governing Body and implement decisions in relation to staffing.
5. To advise the Local Governing Body on the adoption of effective procedures to deal with the competence and capacity of staff.
6. To advise LGB governors on appropriate priorities for expenditure, allocate funds and to ensure effective administration and control.
7. To lead in consultation with TLP, the review and employment of services to the Academy ensuring value for money
8. To ensure there are adequate services to support the work of the Academy, making sure there are adequate resources to manage all known risks.
9. In consultation with TLP to examine ventures and sources of capital which will move the Academy closer to its objectives.
10. To manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations.
11. To make arrangements, if so required, for the security and effective supervision of the school buildings, contents and grounds, ensuring that any lack of maintenance is reported to the Local Governing Body and where required to the TLP.
12. To undertake responsibilities as defined in the TLP and Academy’s Health and Safety Policy and/or such Health and Safety Policy as TLP may have determined.
13. To lead the Academy’s Emergency Plan with the support of the School’s Emergency Team at local school level
14. To ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially hazardous activity.
15. To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils’ achievements, ensure efficiency and secure value for money.
16. To ensure that staff are encouraged to attend CPD which increases their knowledge and understanding of cultural diversity and all forms of discrimination.
17. To ensure the Academy meets all the required financial and accountability standards required by the TLP, ESFA and relevant Company law.

## 5) Accountability

To be accountable for the efficiency and effectiveness of the school to the governors and others, including pupils, parents, staff, local employers and the community:

1. To provide information, objective advice and support to the CEO, Local Governing Body and the Board of Directors 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.
2. To report to the Local Governing Body and Board of Directors on the discharge of the Head Teacher’s functions and the affairs of the school.
3. To create and develop an organisation in which all governors and staff recognise that they are accountable for the success of the school to TLP.
4. To present a coherent and accurate account of the Academy’s performance in a form appropriate to a range of audiences, including parents, governors, the local community, OFSTED and others, to enable them to play their part effectively.
5. To ensure that parents and pupils are well-informed about the curriculum, attainment and progress and about the contribution that they can make to achieve the school’s targets for improvement.
6. To report to the Board of Directors annually on the performance management of teachers/school leaders at the school in relation to the School Teachers Pay and Conditions Document.
7. To lead all pupil progress meetings and hold teachers to account for the performance of their children.
8. To provide information about the work and performance of staff where it is relevant to their future employment.
9. To ensure the school website is compliant with all statutory information.

## Strengthening Community

1. To be able to build a school culture and curriculum which takes account of the richness and diversity of the school’s communities
2. To create and promote positive strategies for challenging racism and all other forms of prejudice such a homophobia in accordance with TLP policies
3. To ensure learning experiences for pupils are linked into and integrated with the wider community
4. To ensure a range of community-based learning experiences
5. To work in partnership with other agencies in providing for academic, spiritual, moral, social, emotional and cultural well being of pupils and their families
6. To seek opportunities to invite parents and carers, community figures, business or other organisations into the school to enhance and enrich the school and its value to the wider community
7. To be able to contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives
8. To co-operate and work with relevant agencies to protect children
9. To ensure that the school promotes effective links with the local community and continues the development of close liaison with other local primary & secondary schools.
10. To ensure that the school offers appropriate extended services where possible.
11. **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. This also includes responsibility under the Prevent Duty.

The Head Teacher should ensure that:

1. The Head Teacher completes appropriate training to fulfil the role of Designated Safeguarding Lead and as the lead person in recruiting new staff.
2. The TLP policies and procedures adopted by the Local Governing Body are fully implemented and followed by all staff.
3. 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.

1. 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.

1. **Additional Duties**

**This job description is not exhaustive and responsibilities will be amended as the schools grows and circumstances change.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_