



Job description: Head teacher

Responsible to: The Governing Body and the Local Authority

Purpose of the Job

- To provide inspirational, professional leadership for Kilmorie Primary School to secure an outstanding education for children living in the local community.
- To ensure that strategic planning is informed by rigorous self-evaluation to secure rapid improvement for the school in leadership and governance; teaching and learning; the curriculum and standards of achievement.
- To work in genuine partnership with the Governing Body, the Local Authority and other stakeholders to fulfil the aims of the school.

Context

This role profile should be read in conjunction with the duties of the Head teacher as set out in the latest National School Teachers' Pay and Conditions document.

Key Duties and Responsibilities

Leadership

The Head teacher, working with the Governing Body, will develop a strategic view for Kilmorie Primary School, analysing data and evidence and planning for its future needs and development within the local, national and international context.

The Headship is about building an inclusive professional learning community which enables others to achieve.

Through performance management and effective continuing professional learning opportunities, the Head teacher will support all staff to achieve high standards.

The Head teacher will

- articulate a clear vision for a High quality education which underpins the shared long-term strategic direction for the school
- educationally inspire and motivate staff, children, parents, governors and others in the wider community
- maintain an inclusive, vibrant, positive and caring ethos which supports the wellbeing of children and adults
- promote the successes achieved by the school, inspire trust and confidence in the school
- lead and deploy all staff, defining task and job specifications, in order to ensure that proper standards of professional competence are maintained
- identify and determine the professional development needs of the staff team and ensure that high quality professional learning opportunities are provided that motivate staff and lead to excellent educational provision for all children
- cultivate a happy, healthy and successful school for its children and adults by fostering a high level of morale
- promote a wide range of extra-curricular activities which can be accessed by all children
- ensure the school is fully prepared for OFSTED.



Management

The Head teacher will need to provide effective organisation and management of the school and seek ways of improving organisational structures and functions based in rigorous self-evaluation.

The Head teacher will manage themselves and their relationships well. They should ensure that the school is well-organised and managed to provide an efficient, effective and safe learning environment.

The Head teacher will

- implement all policies of the Governing Body and support their regular review and updating
- develop and maintain positive, constructive working relationships with staff, children, governors, parents, the local community, other local schools and Head teachers and the Local Authority
- effectively represent the school and maintain positive links with other institutions
- participate in the recruitment, selection and appointment of High quality staff
- develop and support a highly effective leadership team which will drive forward school improvement
- ensure appropriate cover for absent teachers, employing temporary contract cover if necessary, which maintains the high standards of the school
- lead the creation and implementation of strategic planning, underpinned by sound self-evaluation and financial planning, which secures school improvement and maximises the opportunities presented at Kilmorrie Primary School
- manage school budgets according to the terms of reference provided by the Governing Body, ensuring value for money and effective targeting of resources
- create and maintain effective relationships with parents; encourage parents to take an active part in their child's education
- lead and manage a regular and effective pattern of staff Performance Management and undertake any appropriate threshold assessments
- lead, implement, manage, monitor and evaluate the health and safety policy and procedures to safeguard the welfare of all authorised persons on the school premises
- positively encourage care of the school buildings and environment so that they provide a welcoming, comfortable, safe and stimulating work environment
- ensure that all policies and practices are informed by relevant research and inspection advice
- monitor and evaluate the effects of policies and improvement strategies being pursued and take appropriate action where necessary to ensure that the aims of the school are fulfilled.

Professional

The Head teacher will work alongside members of staff and the Governing Body to secure and sustain learning opportunities that are both challenging and exciting for children. The Head teacher will set high expectations for professional and ethical practice and will regularly monitor and evaluate the effectiveness of teaching and its impact upon learning.

The Head teacher should foster a successful learning culture which enables all children to become effective, enthusiastic, independent learners, committed to life-long learning.

The Head teacher will

- sustain and develop the schools vision and ethos
- provide a rich, broad and balanced curriculum while meeting the requirements of the National Curriculum and current educational initiatives
- ensure that children develop study skills in order to learn more effectively and with increasing independence



- provide an Early Years Foundation Stage Curriculum that is imaginative and effective
- monitor and evaluate the quality of teaching and standards of learning and achievement of all children
- remain familiar with all legal requirements which relate to the school and keep governors informed of these
- keep up to date with educational developments and disseminate information as needed
- maintain a regular pattern of monitoring, assessment, recording and reporting of children's progress in relation to their ability
- ensure that children and their parents are regularly informed of the progress being made and steps that need to be taken to support further development
- develop effective links with the community to extend the curriculum and enhance teaching and learning
- promote the multicultural and equality ethos of the school and implement policies and strategies for continued good race relations and equality of access.
- maintain personal knowledge and skills as an educational leader and teacher by engaging in professional learning opportunities
- ensure the safeguarding of the children and promote their welfare.
- ensure that safeguarding policies and procedures adopted by the Governing Body are fully implemented and followed by all staff.
- ensure that adequate resources and time are allocated to enable the designated person and other staff to discharge their safeguarding responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- ensure that all staff and volunteers feel and are able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing practices.