**St. John’s C.E. (A) Primary School**

**Headteacher Job Description**

The Headteacher is responsible to the Governing Board and the Local Authority (LA) for the effective provision of leadership and management which leads to successful outcomes for the pupils of the school. They are expected to achieve excellent working relations with staff, parents and the local community and other agencies concerned with the welfare of children and young people, and to be accountable to the Governing Board and the LA.

Appointment is subject to the current Conditions of Service for Headteachers contained in the School Teachers’ Pay and Conditions documentation and relevant current education and employment legislation. The post holder is expected to reach the National Standards for Headteachers, on which this job description is based, to the highest level.

Although accountable to the Governing Board, the Headteacher is the leading professional in the school. In discharging their responsibilities, they will seek to work in partnership with all stakeholders for the benefit of the children and young people in the school.

The Headteacher shall provide professional leadership and management for the school in partnership with governors, staff, parents and the LA. They shall ensure that secure foundations established to that the highest standards can be achieved in all areas of the school’s work. The Headteacher shall demonstrate an 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; as well as raising the profile and standing of the school in the local community. The Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to achieve the maximum potential of all students. The Headteacher must establish a culture that promotes excellence, equality and high expectation.

Specifically, the Headteacher is responsible for taking a lead in the following areas:

**Shaping the future**

* Establishing clear vision, aims, ethos and values for the school;
* Ensuring an inspiring Christian vision for the leadership of a church school.
* Ensuring delivery of these through appropriate and effective management and organisation and inspiring, challenging, motivating and empowering others including staff, pupils and parents;
* Ensuring that the principles of equality of opportunity and valuing diversity are explicit in all aspects of the work of the school.

**Leading learning and teaching**

Ensuring the general and specific needs of all pupils are met through monitoring and development of high quality provision in:

* Teaching, learning and assessment across the school;
* The range and quality of the curriculum offered, including extended day and out of school activities;
* Pupils’ personal development and guidance by ensuring that all pupils receive a high quality education through a programme designed to promote stimulating learning in a happy, safe and healthy school environment.
* To effectively implement strategies which ensure high standards of pupil behaviour and attendance
* Inclusive practice and ensuring implementation of agreed policies;
* Paying special attention to the personal and social skills of our pupils and to encourage inclusion at all stages and levels.

**Managing the organisation and securing accountability**

* Providing information, objective advice and effective support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for ensuring efficiency and value for money;
* Evaluating the performance of the school across all aspects of provision and outcome;
* Presenting a coherent and accurate account of the school’s performance in a Self-Evaluation Form;
* Identification of priorities for continuous improvement and raising standards;
* Setting and meeting appropriate challenging targets;
* Developing and evaluating appropriate improvement plans to meet targets and priorities;
* Participating fully in discussions on school improvement with the School Improvement Partner, LA officers, advisers and consultants;
* Ensuring a positive school environment which is engaging and fulfilling for pupils;
* Ensuring equality and opportunity for all;
* Developing policies and practices to ensure consistency and the smooth running of the school;
* Ensuring accountability of staff through effective performance management and encouraging them to access appropriate CPD to realise their potential;
* Recognising and disseminating best practice;
* Ensuring resources are effectively and efficiently deployed to achieve the educational goals and priorities of the school;
* Working with governors and colleagues to recruit staff of the highest quality.

**Strengthening Communities**

* Meeting the requirements of Every Child Matters;
* Securing the commitment of the wider community to the school through outreach/partnership work with others including other schools and services and agencies for children and young people;
* Engaging fully with the appropriate LA cluster of schools and agencies, working collaboratively and in partnership to support locality priorities;
* Collaboration with others to raise standards locally and to contribute to the development of the education system as a whole;
* Ensuring the highest quality of communication within the school and with its partners;
* To ensure that the school offers appropriate extended/outreach services.

This job description may be amended following consultation between the Headteacher and Governing Board and will be reviewed annually as part of the Headteacher performance management process.