



Walwayne Court School

Ready, Respectful, Safe

Job Description

Post: Headteacher

Commencement Date: 1st September 2021

This Job Description is not a comprehensive list of all tasks that the Headteacher will carry out. The postholder may be required to fulfil other duties commensurate with the role. The Job Description may be periodically reviewed and amended in consultation with the postholder.

Overriding requirements

The professional duties of the Headteacher are contained in the School Teacher's Pay and Conditions document and the key areas of Headship are contained in the DfE Headteachers' Standards. The post holder will carry out duties in accordance with these documents alongside this Job Description.

Key to this is good leadership. The Headteacher should demonstrate the flexibility in identifying the appropriate leadership style and putting it into practice for each and every challenge. This translates as:

- Reacting with urgency and decisively in an emergency;
- Applying experience and best practice when presented with familiar challenges; and
- Inspiring a culture of leadership in the whole school, to tackle complex challenges and wicked problems.

Key Responsibilities

Strategic Direction and Development of the School

- Strategically lead and manage a thriving school, ensuring high quality education for all of its pupils and improved standards of learning and achievement.
- Inspire, lead and support a highly skilled and professional staff who are committed to continually developing their approach to teaching, learning and assessment.
- Inspire the whole school community to develop leadership capacity and take ownership of the school
- To work alongside governors and staff to provide the vision, direction and leadership of the school.
- Develop, appraise with governors, and implement a School Development Plan which identifies priority areas for improvement and implements effective strategies to achieve this.

Culture	<ul style="list-style-type: none"> • Promote an environment where challenge is encouraged and celebrated as an opportunity for learning and development. • Establish a culture of leadership, where all are encouraged to take ownership of achieving their full potential. • Build a creative spirit that is proactive and engaged with transformational change and is adaptable for the future. • Embed an inclusive and positive ethos which promotes successful social, physical, moral and spiritual development. • Inspire a culture of professionalism with staff upholding the principles of transparency, trust and two-way communication. • Provide an environment for learning that is ambitious for all children so that they can develop their strength and skills both academically and through extra-curricular activities.
Teaching & Learning	<ul style="list-style-type: none"> • Promote and secure good teaching, effective learning and high standards of achievement. • Continually review and improve teaching methods throughout the school, utilising established and innovative approaches. • Ensure the effective utilisation of formative and summative assessment. • Ensure that statutory assessment requirements are met. • Use robust data monitoring systems strategically to support and improve standards. • Challenge underperformance at all levels and ensure effective action to rectify areas requiring improvement.
Curriculum	<ul style="list-style-type: none"> • Assess, monitor and evaluate a stimulating, broad and balanced curriculum that is flexible and inclusive. • Ensure that subject leaders monitor, review and adapt the curriculum regularly to meet the needs of all pupils including vulnerable learners, those of higher ability and those with English as an additional language. • Extend staff knowledge of current curriculum developments and technology to support a broad and balanced curriculum.
Behaviour	<ul style="list-style-type: none"> • Promote high standards of behaviour for all pupils in line with the school behaviour policy. • Ensure all adults in school are role models for exemplary behaviour and that they deliver a fair and consistent approach to behaviour management. • Ensure that expectations are understood by all children and staff, including when representing the school within the wider community.
Additional and Special Educational Needs & Disabilities	<ul style="list-style-type: none"> • Ensure the school fulfils its statutory duties regarding the SEND code of practice. • Ensure that the school works with parents, carers and outside agencies to achieve the best possible outcomes for children with additional needs. • Promote an inclusive environment that encourages all children, particularly those with additional needs to achieve their full potential. • Ensure any barriers to learning are effective and strategically managed.

Professional Development	<ul style="list-style-type: none"> • Shape the current and future standard of teaching through high quality training and sustained professional development for all staff. • Ensure that teaching and support staff have the information and resources required to carry out their professional duties and that any statutory training is up to date.
Organisational Management	<ul style="list-style-type: none"> • Implement and maintain an effective management structure. • Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making. • Deploy resources available, including staff, appropriately. • Allocate workload within the capabilities of staff and have a duty of care regarding staff welfare including work/life balance. • Prioritise funds using sound financial management adhering to relevant regulation and policies and utilising support from the School Business Manager. • Ensure that children, staff and visitors are provided with a safe environment and that Health and Safety legislation is adhered to. • Comply with safeguarding requirements and have a thorough knowledge of safeguarding policies and procedures.
Working in Partnership	<ul style="list-style-type: none"> • Work with other schools to develop best practise and obtain best value. • Develop links with the local community and its representatives, seeking opportunities and encouraging others to raise the profile of the school. • Communicate effectively with parents and carers and engage them in the education of their children and the wider school vision. • Work with the school community to manage and maintain the well-kept building and extensive grounds. • Work effectively with 'Friends of Walwayne Court School' (FOWCS).
Governance and Accountability	<ul style="list-style-type: none"> • Work closely with the Governing Body and its sub-committees and secure a positive working relationship with all Governors in the best interests of the school. • Provide information, objective advice and support to the Governing body to enable it to meet its responsibilities – in particular its functions to set school strategy and hold the Headteacher to account for pupils, staff and financial performance – recognising that the Governing body is accountable for the success of the school. • Work with the School Improvement Advisor to identify strengths and weaknesses in the school environment and use this information to support the strategic direction of the School Development Plan. • Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement.

Walwayne Court School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Members of staff are subject to an Enhanced Disclosure and Barring Service check.