

# **Headteacher Job Description**

## **Silverhill Primary School**

<b>Job Title</b>	<b>Headteacher - Silverhill Primary School</b>
<b>Location</b>	<b>Silverhill Primary School</b>
<b>Reporting to</b>	<b>The Governing Board</b>
<b>Liaising with</b>	<b>School Leadership Team &amp; School Business Manager</b>
<b>Effective date of JD</b>	<b>1<sup>st</sup> April 2018</b>
<b>Salary Range</b>	<b>Leadership Range L18 – L24</b>

### **The Core Purpose of our Headteacher**

Our Headteacher will provide a professional vision and leadership for the school ensuring its success and enhancement, providing high quality education for all its pupils and improved standards of learning and achievement. The role will embrace a culture of continuous improvement, engaging and fulfilling education across all age groups, and further development in standards of teaching, learning and achievement in accordance with statutory requirements and relevant policies and procedures. Our Headteacher will:

- maintain and evolve our ethos and culture that promotes excellence, equality and high expectations of all staff and pupils.
- provide direction that inspires and motivates staff, pupils and other members of the school community.
- ensure the safeguarding of children, staff, parents, carers and visitors, including the role of Lead Designated Safeguarding Officer.
- be responsible for evaluating the schools performance and identify priorities for continuous improvement and raising standards, building a collaborative learning culture and actively engages with other schools, academies and partnerships to build effective learning communities.
- develop policies and practices.
- develop working partnerships.
- be accountable to the Governing Board.
- be accountable for the financial planning of budgets and resources.

## **Shaping the Future**

Our Headteacher will:

- work closely with the Governing board and others to ensure that the schools vision and strategic plan are effective and pertinent. They should be clearly articulated, shared, understood and acted upon by all.
- work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain continued school improvement and a sense of team ownership.
- ensure creativity, innovation and the use of appropriate new technologies and initiatives to achieve excellence.
- ensure that strategic planning takes account of the diversity, values and experience of the school and community at large.
- encourage continuing outdoor learning through the principles of maintaining a 'Forest School' and 'Eco School' ethos and provide a variety to the curriculum to achieve success.
- work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- continue to engage with staff to provide high quality teaching through training and sustained professional development including clear succession planning.
- within the school's ethos, model innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.

## **Leading Teaching, Learning and Managing the Organisation with Continual Monitoring and Evaluation**

Our Headteacher leads in achieving high quality teaching and learning by:

- ensuring a consistent and continuous school-wide focus on pupils' achievement, using data and appropriate benchmarks to monitor progress in every child's learning.
- working closely with the School Business Manager to provide excellent knowledge of financial planning of budgets and resources, in the best interests the school's sustainability.
- ensuring that learning is at the centre of strategic planning and resource management.
- establishing creative, responsive and effective approaches to learning and teaching that are sustainable & appropriate to the evolving needs of the socio-economic dynamics of the community
- providing and ensuring an ethos to challenge and support all pupils to achieve success and become engaged in their own learning.
- governing, shaping and implementing a diverse, flexible curriculum and continues to implementing and develop an effective assessment framework.
- challenging underperformance at all levels and ensures effective corrective action and follow-up.
- providing an educational culture of 'open classrooms' and sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- maintaining a code of behaviour and conduct which promotes and secures consistently high quality teaching, effective learning, high standards of achievement, good behaviour and discipline, and enables staff to meet the standards set out in the professional development framework.

## **Developing Self and Working With Others**

Our Headteacher supports staff to achieve high standards by:

- demonstrating enthusiastic personal behaviour, positive relationships and attitudes towards their pupils and staff, parents, Governors and members of the community.
- encouraging and empowering development of middle management to take ownership of strategic projects and to pilot these within the classroom.
- continuing to effectively manage challenges that arise.
- treating people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- developing and maintaining effective strategies and procedures for staff induction, professional development and performance review.
- ensuring effective planning, allocation, support and evaluation of work undertaken by teams and individuals, with clear delegation of tasks and devolution of responsibilities.
- acknowledging the responsibilities and celebrating the achievements of individuals and teams.
- developing and maintaining a culture of high expectations for self and for others and taking appropriate action when performance is unsatisfactory.
- managing own workload and that of others to allow an appropriate work/life balance.
- ensuring effective planning, co-ordination, support and evaluation, with clear delegation of tasks and devolution of responsibilities.
- supporting wide, current knowledge and understanding of education and school systems locally, nationally and internationally, and pursue continuous professional development that reflects the needs of the school and themselves.
- inspiring and influencing others – within and beyond school – to believe in the fundamental importance of education in young people's lives and to promote the value of lifelong learning.

## **Securing Accountability**

Our Headteacher is responsible for:

- developing and presenting an accurate account of school's performance to a range of audiences including Governors, parents/carers and Ofsted.
- actively promote the school ethos and spirit, to enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- ensuring individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation in keeping with performance management review timelines.
- using a range of evidence, including national data and own schools performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance.
- maintaining a strong relationship with the Governing Board by providing information, objective advice and support for the continuous success of the school.
- liaising, in the best interests of pupils, with support services and other agencies.

- accountabilities to be met in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in this document and the National Standards for Headteachers.
- ensuring all contractual commitments are met.

### **Strengthening the Community**

Our Headteacher ensures that the School participates with the local and wider communities by:

- increasing communication flow with the communities to maintain and establish relationships.
- building a school culture and curriculum that takes account of the diversity of the school's communities.
- ensuring learning experiences for pupils are linked into and integrated with the wider community.
- collaborating with other agencies in protecting children and providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- creating a comprehensive environment whereby all children with physical or learning challenges can be welcomed and supported appropriately.
- building and maintaining an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- pursuing opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- collaborating with other schools, agencies and organisations to share expertise and bring mutual benefits to all.

This is not an exhaustive list and the job description will be reviewed on a regular basis.



*A Learning Adventure*