



Job Description: Headteacher

The Headteacher will be responsible to the school's Governing Body.

The appointment is subject to the conditions of employment for Headteachers contained in the School Teachers' Pay and Conditions Document. This job description is based on the National Standards of Excellence for Headteachers (2015).

Statement of Purpose

To provide professional leadership for the school that builds on its success and improvement, ensuring high quality education for all its pupils in a happy and vibrant school and continually improving standards of learning and achievement for all pupils.

Key Responsibilities:

Shaping the Future

1. Ensures the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
2. Works within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.
3. Demonstrates the vision and values in everyday work and practice.
4. Motivates and works with others to create a shared culture and positive climate.
5. Ensures creativity, innovation and the use of appropriate new techniques and technologies to achieve learning excellence.
6. Ensures that strategic planning takes account of the diversity, values and experience of the school and community at large.

Leading Learning and Teaching

1. Ensures a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor the progress of every child's learning and set challenging targets year on year.
2. Ensures that learning is at the centre of strategic planning and resource management.
3. Establishes creative, responsive and effective approaches to learning and teaching.

4. Ensures a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
5. Demonstrates and articulates high expectations and sets stretching targets for every child.
6. Implements strategies which secure high standards of behaviour and attendance.
7. Determines, organises and implements a diverse, flexible curriculum and implements an effective assessment framework.
8. Monitors, evaluates and reviews classroom practice and promotes improvement strategies.
9. Develops middle and senior leaders to support school improvement and develop a sustainable school.
10. Challenges underperformance at all levels and ensures effective corrective action and follow up.

Developing Self and Working with Others

1. Treats people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
2. Builds a collaborative learning culture within the school and actively engages with other schools to build effective learning communities.
3. Develops and maintains effective strategies and procedures for staff induction, professional development and performance review.
4. Ensures effective planning, allocation, support and evaluation of work undertaken by teams and individuals.
5. Ensuring clear delegation of tasks and responsibilities.
6. Acknowledges the responsibilities and celebrates the achievements of individuals and teams.
7. Develops and maintains a culture of high expectations for self and for others and takes appropriate action when performance is unsatisfactory.
8. Regularly reviews practice, sets personal targets and takes responsibility for personal development.
9. Manages workload and that of others to allow an appropriate work/life balance.

Managing the Organisation

1. Creates an organisational structure, which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
2. Produces and implements clear, evidence-based improvement plans and policies for the development of the school and its facilities.
3. Ensures that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
4. Manages the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
5. Recruits, retains and deploys staff appropriately and manages their workload to achieve the vision and goals of the school.
6. Implements successful performance management processes with all staff.

7. Manages and organises the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
8. Ensures that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
9. Uses and integrates a range of technologies effectively and efficiently to manage the school.

Securing Accountability

1. Fulfils commitments arising from contractual accountability to the Governing Body.
2. Develops a school ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
3. Ensures individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
4. Works with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities.
5. Develops and presents a coherent, understandable and accurate account of the school's performance to a range of audiences including Governors, parents and carers.
6. Reflects on personal contribution to school achievements and takes account of feedback from others.

Strengthening Community

1. Builds a school culture and curriculum, which takes account of the richness and diversity of the school community.
2. Creates and promotes positive strategies for challenging racial and any other prejudice.
3. Ensures learning experiences for pupils are linked into and integrated with the wider community.
4. Ensures a range of community-based learning experiences.
5. Collaborates with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
6. Creates and maintains an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
7. Contributes to the development of the wider education system by sharing effective practice and promoting innovation and partnership work.

Safeguarding

1. Responsible for promoting the welfare of all children and young people.
2. Keeps up-to-date with all areas of Safeguarding responsibilities across the school
3. Co-operates and works with relevant agencies to protect children.
4. Creates an organisational culture which prioritises and monitors the safeguarding of children and young people.
5. Ensures all paperwork is kept up-to-date and secure.