



# Job Description

## Headteacher

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### Job details

**Salary:** Based on skills and experience

**Hours:** 40 (or pro rata)

**Contract type:** Full-time / permanent

**Reporting to:** Executive Chairman

### Main purpose

The aim of this role is to fulfil the professional responsibilities of a Headteacher; including the supervision of all pupils and staff, and the school premises. They provide the day to day direction and leadership that represents a consistent and effective model of integrity, excellence, collaboration and accountability.

The Headteacher will work alongside the governing body who will provide strategic leadership and hold overall accountability for direction, standards and the achievement of students.

### Key Accountabilities

- Promote the vision, values and ethos to pupils, staff, families and the wider community.
- Motivate others to ensure a high quality and expectations environment through effective distribution of leadership.
- Translate the vision into agreed objectives and operational plans for the school.
- Maintain high standards in all aspects of school life.

### Leading teaching, learning and assessment:

- Establish creative, responsive and effective approaches to learning and teaching and evaluate the effectiveness of those in place.
- Provide leadership to and implementation of the curriculum planning process, designed to assure the school's ability to provide a broad, relevant and innovative educational experience for all pupils.
- Carry out effective monitoring of standards as agreed with the governing body and report outcomes with appropriate responses.
- Contribute to the monitoring and evaluation of the school's progress towards improvement targets.
- Show involvement in the daily life and activities of pupils by personally recognising their achievements and sharing in their successes as well as their problems and concerns.

### Developing staff and leading own growth:

- Maintain effective strategies and procedures for staff induction, professional development and performance review in order to secure outstanding practice.
- Maintain and further develop a culture in which all staff recognise that they are accountable for the

success of the school and for its standards of engagement, quality of teaching and pupil progress.

- Promote and maintain a culture of high expectations for self and others.
- Regularly review the typicality of standards, ensuring high quality feedback to colleagues including identifying and tackling under performance at all levels.
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support where necessary.

#### **Managing the school and securing the future:**

- Effectively manage the school on a day to day basis, being responsible for the overall operation of all school events, day to day human resources issues, and school premises and facilities.
- Work with the governing body to recruit, retain and deploy staff appropriately.
- Develop effective relationships and communications with parents and the local community which underpin a professional learning community that enables everyone in the school to achieve.
- Review the impact of policies, priorities and targets of the school and evaluate these with the governing body.
- Implement established school policies and collaboratively review and make recommendations for change.
- Ensure evidence-based improvement plans promote continuous school development, linked to the core priorities of the School Improvement Plan.
- Keep the governing body fully informed of any critical need affecting the smooth operation of the school and the educational experience of the pupils and staff.
- Ensure compliance at every level with school policies and procedures.
- Ensure day to day that every pupil has access to high quality teaching and learning, in a safe and stimulating learning environment.

#### **Safeguarding:**

- Have due regard for safeguarding and promoting the welfare of pupils, and to follow the procedures adopted by the school.

#### **Strengthening relationships and reputation:**

- Actively promote the school as the school of choice.
- Promote cohesion by working collaboratively with other schools and the central team within the Spaghetti Bridge organisation to secure the effective management of the school and its resources.
- Create and maintain effective relationships with parents and carers to support and improve pupils' achievements and personal development.
- Develop effective links with the community to extend the curriculum, enhance teaching and broaden learning opportunities.

In addition, the Head of School performs and/or directs all other duties as may be assigned by the governing body/Executive Chairman.