

St Peter's CE Primary School

HEAD TEACHER JOB DESCRIPTION

Key purpose of headship

To provide professional leadership which secures, in consultation with the governing body, the success and improvement of the school, ensuring high quality education for the pupils and improved standards of achievement.

JOB SPECIFICATION

Strategic Direction and Development of the School

1. To work in partnership with the governing body to provide a coherent vision, purpose and leadership for the school, and secure effective teaching and successful learning and continued high achievement by pupils.
2. To review and implement the School Development Plan which, through consultation with all stake holders, identifies appropriate targets and priorities for ensuring that pupils continue to achieve high standards and make exemplary progress.
3. To work in partnership with the staff and the Governing Body to ensure that the plan is regularly monitored, evaluated, reviewed and underpinned by sound financial planning.
4. To ensure school improvement, the achievement of objectives and the educational success of the school.
5. To ensure that the management, finance and administration of the school supports its vision and aims.
6. To work in partnership with the staff and the Governing Body to monitor, evaluate and review the effectiveness of the school's policies and priorities.
7. To ensure that all aspects of the work and the organisation of the school are monitored and evaluated to meet all statutory requirements.

Teaching and Learning

1. To create and maintain an environment which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline.
2. To implement, monitor, evaluate and review the curriculum and its assessment in order to identify areas for improvement and set targets for the school and individual pupils.
3. To promote respect and understanding of diverse cultures, languages and ethnic groups, including faith groups.
4. To ensure that the school remains at the heart of the community and continues to develop links with the wider world.
5. To maintain a curriculum which enthuses all learners by planning for motivating use of visits, visitors, outdoor activities, residential visits and other creative learning opportunities.
6. To maintain and develop further links with parents, other schools, educational establishments and the wider community in order to enhance teaching and learning and pupils' personal development.
7. To continue to develop pupils' learning which is enhanced by the use of ever developing technologies.

Leading and Managing Staff

1. To lead, motivate, support, challenge and develop staff to drive continuous improvement.
2. To maintain and promote effective working relationships between staff and between staff, pupils and other stakeholders.
3. To maintain methods to successfully engage parents in the progress of their children's learning.

4. To implement and sustain effective systems for the review and performance management of all staff.
5. Monitor and develop the quality of teaching throughout the school, building on and developing outstanding teaching working with all staff to ensure high standards of professional practice.
6. To motivate and enable all staff to develop expertise in their respective roles through high quality Continuing Professional Development (CPD).
7. To ensure that the professional duties of staff are fulfilled as specified in the School Teachers Pay and Conditions Document .

Efficient and Effective Deployment of Staff and Resources

1. To deploy staff and resources efficiently and effectively in line with the objectives in the School Development Plan and within the school budget.
2. To maintain effective administration, control and financial probity.
3. To manage and organise accommodation efficiently and effectively to meet the needs of the curriculum and health and safety regulations.
4. To manage, monitor and review the use of available resources to improve the quality of education and secure value for money.

Accountability

1. To provide information, advice, support and key evidence to the governing body to enable it to meet its responsibility for securing effective learning and teaching and improved standards of achievement and value for money.
2. To present an account of the school's performance in a form appropriate to a range of audiences – governors, parents, pupils, local community, Ofsted, Local Authority.
3. To ensure that parents and pupils are well informed about the curriculum and targets so they can become drivers for improvement.

Strengthening Community

1. To engage with the internal and external school community to secure equity and entitlement for all learners.
2. To collaborate with other schools to share expertise and bring positive benefits to the school.
3. To maintain the school culture and curriculum which takes account of the richness and diversity of the school's communities.
4. To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
5. To build upon parental involvement so that families are involved in pupils' learning, feel welcome and are encouraged to make positive contributions to school life.
6. To seek opportunities to invite, consult and act upon the views of parents and carers, community figures, businesses and other organisations into the school to enhance and enrich the school and its value to the wider community.
7. Raise the profile of the school in the community and support community cohesion.

