



**Head Teacher – Whitefield Community Primary School**

**Job Description**

**SALARY** Leadership Spine Points L13-19

**BACKGROUND**

**Whitefield Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

The Governing Body has the ultimate responsibility for the school and its policies, with the Head Teacher holding the responsibility for implementing and managing these policies.

This appointment is subject to the current conditions of employment of Head Teachers contained in the School Teachers’ Pay and Conditions Document and other current educational and employment legislation.

In carrying out his/ her duties, the Head Teacher shall consult, where appropriate, with the local authority, the governing body, the staff of the school, its pupils and parents of its pupils.

# PURPOSE OF THE JOB

**To further develop and embed the culture of this community school, securing its aims with all members of the school community. To retain the focus for the school of ensuring a climate for teaching and learning that empowers both pupils and staff to achieve their highest potential.**

The Head Teacher will be responsible for providing clear direction to all members of the school community and for ensuring the smooth day to day running of the school.

The post holder will exemplify the Four Domains of the National Standards of Excellence for Head Teachers.

**Strategic Direction:**

Working with the governing body to provide a strategic view for the school and analyse and plan for its future needs and further development within the local, national and international context.

* Continue to promote the collaborative vision which is shared and understood
* Actively promote the ethos and policies of the school including high levels of achievement for all
* Continue having a strategic focus for the school’s development over time
* Lead the creation and effective implementation of the annual school improvement plan
* Embrace change and encourage new thinking
* Evaluate the effectiveness of the school’s policies and developments including the use of assessment information to inform whole school planning

**Leading Learning:**

* Articulate and exemplify excellent practice in the learning process
* Maintain high expectations and excellent practice in teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of pupils’ achievement, and use benchmarks and set targets for improvement
* Ensure that learning is at the heart of strategic planning and resource management
* Continue strategies which aim to maintain high standards of behaviour and attendance
* Ensure that all pupils have access to an inclusive and diverse curriculum which meets their needs
* Promote and encourage a culture of creativity in teaching and learning
* Ensure that parents are well informed about the school curriculum, its targets, children’s attainment and their part in the process of improvement
* Monitor and evaluate the effectiveness of teaching and the curriculum, taking swift action to address identified areas for development
* Ensure pupils have access to a broader educational experience to enhance their learning
* Promote a learning community which celebrates success

**Systems and Process:**

* Ensure the promotion of equality of opportunity
* Ensure effective processes are implemented for staff induction and professional development
* Empower individuals and teams to attain high goals and secure improvement
* Work with the Governors in ensuring that the staffing structure is ‘fit for its purpose’
* Recruit and develop staff to make the most effective use of their skills, expertise and experience
* Implement effective processes for managing staff performance
* Ensure that all staff have a clear understanding of their roles and responsibilities
* Ensure that statutory requirements for safeguarding and health and safety are met
* Embrace new technologies to improve school effectiveness both within the classroom and where learning remotely (blended learning)
* Work with the Governors in establishing priorities for expenditure, monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.

**Holding to Account:**

* Further develop our inclusive ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
* Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils’ outcomes
* Ensure that individual staff accountabilities are clearly defined, understood and reviewed
* Work with the governing body to enable it to meet its statutory duties and responsibilities
* Ensure effective processes are in place for robust self-evaluation and use the outcomes to inform strategic planning
* Welcome external challenge in evaluating and developing school performance
* Report to a range of stakeholders on the performance of the school, including celebrating successes
* Work collaboratively with a range of outside agencies to secure outcomes for pupils as an outward-facing school

**Strengthening Community:**

* Embrace and celebrate the diversity of the school community
* Collaborate with other agencies to provide for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
* Create and maintain an effective partnership with parents/ carers
* Work in partnership with other schools, and agencies, to enhance and enrich opportunities for pupils, their families and the wider community
* Promote and develop community cohesion
* Positively represent the interests of the school within the local community

**Safeguarding Children:**

* Accept responsibility for promoting and safeguarding the welfare of children and young people you are responsible for, or come into contact with.

**General:**

* Demonstrate high standards of personal integrity, loyalty, discretion and professionalism publicly supporting all decisions of the Governing Body
* Be a role model in carrying out professional duties within school and the community

The post-holder will be required to undertake any other duties of an equal nature appropriate to the post as determined by the Governing Body. Such duties should be discussed with the person concerned who may have his/ her trade union representative present if so desired.

This job description will be reviewed at the end of each academic year or earlier if necessary following consultation with the post-holder.

Safeguarding:

As an employee of Whitefield Primary School, you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

Equality Diversity and Inclusion:

Whitefield Primary School is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

Health and Safety:

The post holder is responsible for Employees Duties as specified with the Schools Health and Safety Policies.