

## Primary Headteacher Job Description

<b>Name:</b>	
<b>Salary range or job grade:</b>	ISR - Leadership scale 7-11
<b>Responsible to:</b>	Trust Lead for Primary Education, Trust Board, Central Trust Executive Team and LGB
<b>Effective Date:</b>	01.09.2023 or 01.01.2024

<b>Role and Context</b>	
<b>Job Purpose:</b>	In addition to the Headteacher job description, the post holder will be accountable for providing strategic leadership and hold accountability for direction, standards achieved, quality assurance and financial health of Spooner Row Primary School
<b>Dimensions:</b>	Approximately 105 school pupils. To deliver visionary leadership, determine and deliver raised standards and function within a tight budget. To deliver a continuous programme to manage the development and maximise the use of the school's resources.
<b>Relationships:</b>	Works closely with: <ul style="list-style-type: none"> <li>• Wider Leadership Team/SENCo</li> <li>• Trust Primary Lead</li> <li>• CEO and other Trust staff</li> <li>• CFO and finance team</li> <li>• All teaching and non-teaching staff, pupils, parents, LGB and Trust Board.</li> </ul>
<b>Other Job Information:</b>	The post holder will be expected to fulfil the Teachers' professional standards and to carry out the professional duties as set out in the current School Teachers' Pay and Conditions Document. They are also expected to measure their performance against the latest excellence standards for Headteachers.

<b>Headteacher Accountabilities</b>	
To achieve success, the Headteacher will:	
<b>1.</b>	Provide vision, leadership and direction; and a positive climate of distributed leadership;
<b>2.</b>	Determine and deliver effective teaching and learning; ensuring a continuous focus on pupils' achievements using data to monitor progress and robustly tackle any underperformance;
<b>3.</b>	Deliver excellence, equality, and have high expectations of all pupils;
<b>4.</b>	Create a safe and productive learning environment that is engaging and fulfilling for all students;
<b>5.</b>	Determine and deliver an evaluation process for the school's performance and identify and deliver priorities for continuing improvement for self and others and the organisation;
<b>6.</b>	Deploy resources to achieve the school's aims within the allotted budget;

7.	Carry out day-to-day management, organisation and administration; strategically manage the human, financial and physical resources;
8.	Secure the commitment of the wider community.

### Key Performance Indicators

- Attainment and progress of all pupils
- Narrowing Key Stage difference in performance by improving weaker areas
- Ensuring the effective use of PIXL in each school
- Ensure the very best experience for pupils and the community measured through survey
- Ensure the school functions within its own budget
- Ensure the ongoing continuous professional development and wellbeing of all staff

## Key Competencies

### Strategic direction and shaping the future

- Work with the Governing Board, Executive Team and other key stakeholders to ensure Spooner Row Primary School's vision is clearly articulated, shared, understood and acted upon effectively by all;
- Work with the Governing Board and Executive Team to develop an approach to teaching and learning that is genuinely transformational;
- Work within the school community to translate the school's vision into agreed objectives that promote and sustain improvement;
- Demonstrate the school's values in everyday work and practice;
- Motivate and work with others to create a shared culture and positive environment;
- Ensure that strategic planning takes account of the diversity, values and experience of Spooner Row Primary School's community.

### Managing the organisation

- Create an organisational structure that reflects the school's values, and enables management processes to work effectively in line with legal requirements;
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities;
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives;
- Manage the school's financial resources effectively and efficiently to achieve educational goals and priorities;
- Recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the school's vision and goals;
- Implement effective performance management processes with all staff; develop the use of cross school staff activity working in partnership with other trust primary schools;
- Manage the school environment efficiently and effectively to ensure that they meet the needs of the curriculum and health and safety regulations;
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money;
- Uses and integrates a range of technologies effectively and efficiently.

### Leading learning and teaching

- Ensure that learning is at the centre of strategic planning and resource management;
- Demonstrate and articulate high expectations and set challenging targets for the whole school community;
- Monitor, evaluate and review classroom practice and promote improvement strategies;

- Challenge underperformance at all levels and ensure effective action and follow-up;
- Maintain a consistent and continuous all-inclusive focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning;
- Create a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning;
- Implement strategies that secure high standards of behaviour and attendance;
- Determine and implement a diverse, flexible curriculum and implement an effective assessment framework;
- Take a role in the deployment of new and emerging technologies to enhance and extend the learning experience of students;
- Utilise opportunities to link with wider trust staff and leadership to create a shared culture of best practice in teaching and learning.

#### **Developing self and working with others**

- Regularly review own practice, against the 'National Standards of Excellence for Headteachers', set personal targets, and take responsibility for own personal development;
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews;
- Treat people equitably, with dignity and respect to create and maintain a positive culture;
- Ensure clear delegation of tasks and responsibilities, so that teams and individuals undertake effective planning, allocation and evaluation of work;
- Acknowledge responsibilities, recognise skills and talents and celebrate the achievements of teams and individuals;
- Build a collaborative learning culture and actively engage with other schools to build effective learning communities;
- Manage their own workload and that of others to ensure an appropriate work/life balance.

#### **Securing accountability**

- To be accountable to the Trust Lead for Primary, Executive Team, Trust Board and Governing Board;
- Work with the Primary Lead and Governing Board, providing information, objective advice and support, to enable it to meet its responsibilities;
- Promote an ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
- Ensure individual staff accountabilities are clearly defined, understood, agreed, and subject to rigorous review;
- Develop and present a coherent and accurate account of the school's performance to a range of audiences, including Governors, parents and carers;
- Co-operate and work with relevant agencies to protect children and young people.

#### **Strengthening community**

- Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families;
- Ensure learning experiences for pupils are integrated with the local and wider community;
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development;
- Actively engage with parents and carers, community figures, businesses and other organisations to enrich the school and its value to the wider community;
- Co-operate and work with relevant agencies to protect children and young people.

**General Information and review:**

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

**Signature:**

**Date:**