

Headteacher

Job Description

The Headteacher is responsible for the overall leadership and management of the school. The Head's vision, inspiration, initiative and management are fundamental in creating a climate which enables every member of the school community to flourish.

The Head is responsible for the formulation of the strategic and school development plans, marketing strategies, significant curriculum or organisational change and recruitment. The Head's good working relationship with the SLT will be essential to the smooth running and development of the school.

The Head will be expected to engage in continuing professional development in order to meet the present and future challenges of the role.

The Head is accountable to the Board of Governors. The Head will work with all allocated governors within the various committees in order to develop and sustain excellence in all areas of provision offered by the school.

Key Managerial and Leadership Responsibilities:

The Head is responsible for upholding the ethos and values of the school, ensuring children enjoy their learning in a safe environment.

I. Teaching and Learning

- To encourage learning to be at the core of all activities related to the school.
- To determine, implement and monitor appropriate academic, pastoral, moral and spiritual curricula for the school.
- To monitor and evaluate the quality of learning and teaching in the school, and to put in place appropriate initiatives.
- To ensure that the progress of individual pupils is assessed, recorded, reported and supported.
- To ensure that the framework for staff appraisal is conducted in a rigorous manner.
- To encourage all staff to engage in continued professional development to benefit their own learning and to support pupils' development.

2. People

- To promote the development of an adventurous, supportive and forward looking organisation and to maintain and develop the strong sense of community within the school.
- To act as a role model for pupils, appreciating their efforts and supporting their extracurricular activities such as sports fixtures, productions, music concerts and after school activities.
- To inspire, motivate, counsel and, where necessary, to correct or discipline pupils and staff as appropriate.
- To appoint and retain staff who will enrich the pupils' experience through inspirational teaching and a commitment to extracurricular activity.
- To ensure that proper standards of professional performance are established and maintained.
- To promote, supervise, monitor and review arrangements for the professional development of academic and pastoral staff, including performance management.
- To ensure the pastoral care for pupils is of the highest quality through a focus on the well-being of every child.
- To ensure the maintenance of good order and conduct at all times when pupils are in the care of the school.

3. Policies/Procedures

- In co-operation with the governing body, to formulate, develop and review the overall aims and values of the school and to implement and then monitor the effectiveness of policies and procedures intended to achieve these aims and values.
- To ensure that there is an agreed strategic plan and an agreed school development plan in place at all times.
- To ensure that the school complies with all statutory and regulatory requirements as set out by the Independent Schools Inspectorate.

4. School Development and Promotion

- To promote a clear sense of vision, direction and intended outcomes in leading and managing the process of both strategic and school development planning.
- To establish effective structures for the smooth running of the school, ensuring that responsibilities are clear but not exclusive.
- To establish, implement and review procedures for the promotion and marketing of the school, encouraging the involvement of the whole staff.
- To recruit, select, admit and retain pupils, seeking to maintain and develop the academic standing of the school, and to increase and sustain a strong pupil base.
- To develop and sustain good relationships with feeder nurseries and senior schools to explore positively further co-operation for mutual benefit.

5. Communications

- To establish and maintain excellent communication throughout the school community, internally and externally.
- To build relationships with parents and to ensure excellent communication between the school and the parent body, both individually and collectively.
- To maintain and further develop good relationships and communication within and beyond the school community in order to promote an understanding of and support for the aims, values and performance of the school.
- To develop appropriate links with the media, local business and other relevant networks to enhance the reputation of the school.
- To develop and maintain contacts with other Heads and their schools, professional associations and other appropriate bodies, for the benefit of the school.

6. Resources

- To plan, manage, allocate and account for the human, financial and material resources of the school.
- To ensure jointly with the Bursar that there are clearly understood procedures for setting and controlling financial budgets and deciding which it is appropriate to delegate.
- To make arrangements jointly with the SLT to ensure that school property, buildings, grounds and equipment are used properly, safely, efficiently and effectively.

7. Health and Safety and Keeping Children Safe in Education

- To act as the DSL, ADSL or to liaise closely with the DSL on all matters relating to Safeguarding and Child Protection.
- To ensure jointly with the Deputy Head and Health and Safety Committee that the school Health and Safety Policy is promulgated and properly administered.
- To ensure the school's Child Protection Policy is promulgated and properly administered, including Safer Recruitment and other staff training, and that safeguarding arrangements are subject to constant review and evaluation.

8.Accountability

- The Head is accountable to the Board of Governors for the efficient and proper management of the school in all respects, and in particular for ensuring that all relevant legislation and regulations are complied with.
- The Head will report to the Education Committee termly, regarding key areas of the school's provision and performance.
- The Head will work with the Chairman of Governors to develop and sustain excellence in all areas of the education offered by the school.
- The Head will undertake an appraisal annually.

This job description will be reviewed annually and may be subject to amendment at any time, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of St. Andrew's School in relation to the post holder's professional responsibilities and duties.