



Francis Baily Primary School - Headteacher Job Description – Salary Range L18-23

A. Purpose of the Post:

The Headteacher, who is accountable to the Governing Board, will continue the school's current ethos, provide vision, leadership and strategic direction for the school, ensuring that it is managed and organised to meet its aims and targets.

The Headteacher will provide professional and inspirational leadership, promoting a secure foundation from which to further improve and achieve high standards in all areas of the school's work. Alongside these areas the Headteacher will be committed to safeguarding and the welfare of all pupils, in a nurturing all-inclusive environment, where discipline and good behaviour underpin the school's vision for pupils to participate, learn, enjoy and achieve.

The post holder will be an inspirational and dynamic leader with the vision, drive and passion to build upon the school's strengths and high expectations and move our school forward on to new successes.

In order to achieve this purpose, six key areas of leadership have been identified:

B. Key Areas of Leadership

- 1. Strategic direction/ shaping the future.
- 2. Leadership and management
- 3. Leading learning and teaching.
- 4. Managing the organisation.
- 5. Securing accountability.
- 6. Strengthening the community.

1. Strategic Direction/Shaping the Future

The Headteacher will work with the SLT, the Governing Board and all stakeholders to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the school community.

Vision is essential to ensure the future of the school. The Headteacher will:

- Create a coherent vision for the school and ensure it is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.
- Demonstrate the vision and values in everyday work and practice.
- Encourage creativity, innovation and the use of appropriate new technologies to achieve the highest standards possible.
- Motivate and work with others to create a shared culture and positive climate.
- Ensure that strategic planning recognises the social, emotional, intellectual and spiritual aspects of life and takes account of the diversities that comprise the makeup of the school and wider community.
- Lead and manage change effectively and efficiently ensuring that the school represents value for money.

2. Leadership & Management

The Headteacher will lead by example, providing inspiring and purposeful leadership for staff and pupils.

The Headteacher will motivate all to:

- Follow the ethos and values, which underpin the school.
- Formulate the overall aims and objectives for the school.
- Create and implement a development plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring pupils achieve high standards and make progress, increase teacher effectiveness and secure school improvement.
- Ensure that all those involved in the school are committed to its aims and involved in meeting long, medium and short term objectives and targets, which secure the continued educational success of the school.
- Work with the School Business Manager to ensure that the management, finances, organisation and administration of the school support its vision and aims.
- Ensure that policies and practices take account of national, local and school data, including inspection and research findings and the outcomes of the school's own self review.
- Monitor and evaluate the performance of the school and report to the Governing board regularly.
- Monitor, evaluate and review the effects of the school's policies, priorities and targets and take action if necessary.

3. Leading Learning and Teaching

Headteachers have a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This requires setting high expectations and monitoring and evaluating the effectiveness of learning outcomes.

The Headteacher, as an outstanding practitioner, will inspire all to:

- Enable a consistent and continuous focus on pupils' achievement using data and benchmarks to monitor progress in every child's learning.
- Establish creative, responsive and effective approaches to learning and teaching
- Ensure that learning is at the heart of everything that is done.
- Challenge under-performance at all levels, ensuring effective corrective action and follow-up through coaching and mentoring.
- Build a culture and ethos of challenge and support, where all pupils can achieve their best and become engaged in their own learning in a supportive and inclusive environment.
- Demonstrate high expectations and set stretching targets for the whole school.
- Implement strategies, which secure high standards of behaviour and attendance.
- Initiate and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Employ new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies.

4. Managing the Organisation

Headteachers provide effective organisation and management of the school and seek ways of improving organisational structures and functions. People and resources within the school should be organised to provide an efficient, effective and safe learning environment.

The Headteacher will:

- Create a structure which reflects the school's values and enables the management systems, structures and processes to work both effectively and legally.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities, taking account of national and local circumstances.
- Manage the school's financial and human resources effectively and efficiently.
- Recruit, retain and deploy staff appropriately to achieve the school's vision and goals.
- Develop the successful performance management processes with all staff.
- Manage the school environment efficiently and effectively, ensuring it meets the needs of the curriculum and health & safety regulations.
- Ensure that resources are used to improve the quality of education for the pupils and provide value for money.
- Use and integrate a range of technologies efficiently and effectively to manage the school.
- Ensure that there is due regard for the safeguarding of children.

5. Securing Accountability

Headteachers account for the efficiency and effectiveness of the school to the pupils, parents/carers, governors and the Local Authority, thereby promoting collective responsibility within the whole school community.

The Headteacher will:

- Fulfil commitments arising from contractual accountability to the Local Authority.
- Work with the Governing Board to enable it to meet its responsibilities.
- Develop a school ethos, which encourages a sense of loyalty, mutual accountability and respect.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to review and evaluation.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences.
- Be an excellent communicator and listener, honestly reflecting on the views of others.

6. Strengthening the Community

Headteachers should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools.

The Headteacher will:

- Build a school culture, which takes account of the richness and diversity of the school community.
- Create and promote positive strategies for dealing with difficult behaviour, including harassment.
- Ensure learning experiences are linked and integrated with the wider community.
- Collaborate with other agencies in providing for the academic, moral, social, emotional, spiritual and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Maintain and develop effective links with the community, local churches, Kennet School and the Town Council to extend the curriculum and enhance teaching and learning.
- Seek opportunities to invite parents and carers, community figures and businesses into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the education system by, for example, working in partnership with other schools.
- Co-operate and work with relevant agencies to protect children.



Person Specification

Governors are looking for as many of the skills and abilities as outlined in the National Standards for Headteachers as is possible. In particular the following key elements are of particular importance:

JOB CRITERIA	SKILLS and ABILITIES	ESSENTIAL	DESIRABLE
Qualifications	Qualified teacher status.	X	.
	Degree Qualification.	X	
	NPQH		X
Experience	A minimum three years in a Senior Leadership role.	X	
	Proven successful management experience as Headteacher or highly successful Deputy Headteacher.	X	
	Proven ability and excellence as a teacher at EYFS/KS1 or KS2.	X	
	Experience of whole school Budget management.		X
Professional Knowledge and Understanding	Sound understanding of the primary curriculum.	X	
	Awareness of barriers to learning and a desire to wholeheartedly address them.	X	
	Create a coherent vision for the school and ensure it is clearly articulated, shared, understood and acted upon effectively by all.	X	

	<p>Able to set high standards for pupils and staff and to enthuse and encourage all to reach them.</p> <p>Experience in the implementation of strategies to raise pupil performance.</p> <p>Ability, and willingness, to be a team player leading from within with a collaborative style.</p> <p>Effective use of delegation and monitoring performance.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	
Information Technology And Analytical Skills	<p>Ability to analyse statistical data, evaluate and apply findings.</p> <p>Able to analyse and interpret assessment and financial data</p> <p>Competent in the use of information technology, an awareness of current and future IT developments and the benefits of increasing use of ICT in the curriculum.</p>	<p>X</p> <p>X</p>	X
Communication	<p>Listen openly and effectively.</p> <p>Communicate at a level and in a manner appropriate to the situation.</p> <p>Encourage dialogue to ensure high level of understanding.</p> <p>Demonstrate a welcoming and inclusive approach to all regardless of faith, creed, colour, gender, religious or sexual orientation.</p> <p>Will promote and contribute to a wide range of extra-curricular activities</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
Organisational Skills	<p>Able to plan and organise effectively and meet deadlines</p> <p>Able to sustain a healthy work-life balance by effective planning, delegation and prioritisation of tasks.</p>	<p>X</p>	X

Leadership and Management	Motivational and inspiring team leader and player.	X	
	Ability to encapsulate a clear strategic vision.	X	
	Adaptability to changing circumstances and new ideas.	X	
	Proven interpersonal skills and an awareness of the needs of others. Ability to recognise and develop the skills and potential of others.	X	
	Able to achieve challenging professional goals	X	
	Able to command credibility through inspirational leadership, demonstrating self-confidence, enthusiasm, humour and integrity.	X	
	Able to continue the school's current ethos and culture and build upon this into the future.	X	
	Displays commitment to the protection and safeguarding of children and shows an up to date knowledge of the relevant legislation and guidance	X	
	Appreciate the importance of an all-inclusive approach in a main-stream setting and an understanding of SEN Challenge provision in a nurturing environment.	X	
Personal Impact	Sense of enjoyment and enthusiasm for working in a large primary school.	X	
	Demonstrates flexibility appropriate to the circumstances.	X	