

## Headteacher Job Description

### **Salary:**

L19 to L23 (£82,433 to £89,989)

### **Qualities:**

The Headteacher of Harbinger Primary School should be passionate about achieving the best possible outcomes for our children. They will value people and care about the whole family: parents, carers and children. They will recognise that the strength of a school is built upon the strength of the families who attend. Our Headteacher will have empathy, understand the importance of listening and enjoy learning. They will be prepared to observe and adapt and have a flexibility that allows them to work collaboratively and nurture development. The Headteacher will enjoy celebrating success, in all its forms, and have a strong belief in growing the whole child. An holistic approach to the education of our children is essential for a leader of Harbinger.

### **Duties:**

This job description is subject to the general conditions of service for a Headteacher as set out in the current School Teachers Pay and Conditions Document. This job description is based on the National Standards for Headteachers.

### **Main Purpose:**

The Headteacher will work with the Strategic Leadership Team (SLT) to provide professional leadership, vision and strategic direction for the school in order to ensure the highest quality of education for all its pupils in all areas of learning, through the following key areas:

### **Leadership and Shaping the Future**

1. To uphold the school values of “being the best you can be”.
2. To share vision and strategic direction which inspires and motivates pupils, staff, governors and all other members of the school community.
3. To promote and maintain a school culture based on emotional intelligence and taking an holistic view of the child.
4. To work with staff and the Governing Body to produce a school improvement plan which identifies priorities and targets based on robust school self –evaluation.
5. To monitor, review and evaluate the work and organisation of the school to ensure effective implementation of policy and practice.
6. To develop leadership capacity at all levels.
7. To promote the development of teamwork and collective responsibility.
8. To ensure the development, management and leadership of the School, placing pupils at the centre of all decisions.
9. To lead and promote inclusive practice

10. To regularly review own practice, set personal targets and take responsibility for own personal development.
11. To manage own workload and that of others to encourage an appropriate work/life balance.
12. To promote a learning community which provides and values continuous professional development for all staff.
13. To create an environment where pupils are given the opportunity to expand their horizons beyond their previous experience.

### **Leading Teaching and Learning**

1. To be the Lead Learner in the school.
2. To be passionate about setting high expectations for all pupils regardless of their ability or background.
3. To promote a successful learning culture that will enable pupils to become effective, enthusiastic, independent learners committed to lifelong learning.
4. To champion creative, responsive and effective approaches to teaching and learning.
5. To promote high expectations of teaching and monitor and evaluate its effectiveness on learning outcomes.
6. To develop and oversee the regular review of a broad, balanced, flexible, creative and differentiated curriculum designed to involve, engage, challenge and stimulate.
7. To implement strategies which are seen as consistent, firm and fair and that secure high standards of good behaviour, punctuality and attendance.
8. To identify and provide for the specific needs of all pupils in line with the SEN Code of Practice and the Disability Discrimination Act.
9. To promote and celebrate the positive benefits of living within a culturally and ethnically diverse society.
10. To maintain and develop effective systems of planning, assessment and record keeping, sharing effectively with parents/carers and pupils.

### **Managing the Organisation**

1. To manage the schools financial and human resources effectively, in conjunction with the school's governors, to achieve the school's priorities.
2. To agree, set and monitor budgets, allocate funds and ensure systems are in place for effective administration and control of the budget.
3. To recruit, retain and deploy excellent staff to achieve the vision and goals of the school whilst being mindful their workload.
4. To delegate the responsibilities of the Senior Leadership Team to ensure the effective running of the school.
5. To develop and maintain effective strategies and procedures for staff induction, professional development and appraisal.
6. To ensure that learning is at the centre of strategic planning and resource management.

7. To monitor and evaluate standards of teaching in the classroom and provide constructive feedback and relevant support.
8. To challenge underperformance at all levels and ensure effective support and, where necessary implement appropriate procedures.
9. To treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture and foster and facilitate team work.
10. To lead and motivate staff to ensure that they have access to suitable advice, education and training appropriate to their professional needs as identified through performance management and the priorities identified in the School Improvement Plan.
11. To ensure that the local authority and the school's equal opportunities and race equality policies are followed and actively pursued.
12. To manage and organise the accommodation to ensure that the school buildings meet the needs of the curriculum provided and health and safety regulations.
13. To use and integrate a range of technologies to effectively and efficiently manage the school.
14. To designate a member of the senior leadership team with leadership responsibility for the Headteacher's function when the Headteacher is absent.

### **Strengthening the Community**

1. To maintain and develop the school culture and curriculum which takes account of the richness and diversity of the school community.
2. To maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
3. To communicate effectively at all levels with all stakeholders.
4. To continue to seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
5. To promote the positive strategies already in place, for challenging prejudice and dealing with racial harassment and other discriminatory practices or behaviour.
6. To work with the Governing Body providing information, objective advice and support to enable it to meet its responsibilities.
7. To develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
8. To promote the positive and mutually supportive relationship linking home and school in a working partnership, ensuring parents/carers are fully informed about all matters relating to the education of their children.
9. To share effective practice working in partnership with other schools and promoting innovative initiatives.

### **Safeguarding**

1. To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding legislation and any policies as adopted by the school and local authority.
2. To be accountable for child protection and ensuring that the welfare and safety of pupils is promoted and safeguarded.
3. To prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children, initiating the management of cases involving actual or potential abuse or violence where needed.
4. Be aware of and update staff as appropriate to comply with current legislation and policies affective practice e.g. Children's Act, National Service Framework, Child Protection Procedures, Health and Safety and Data Protection.

### **Health and Safety**

1. To work in compliance with the school's health and safety policies and under the Health and Safety at Work Act (1974) ensuring the safety of all parties with who contact is made, such as members of the public, in premises or sites controlled by the school.
2. To ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

### **Data Protection**

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 1998 for the security, accuracy and significance of personal data held on such systems.

**Harbinger Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.**

## Person Specification

	Criteria	
Qualifications	Qualified Teacher status	E
	Graduate level qualification	E
	Completed NPQH (except substantive Headteachers in post before April 2004)	D
	A record of recent and relevant in-service training	E
Experience	Proven successful leadership at senior level in a primary school as a Head Teacher or Deputy Head or equivalent.	E
	Experience of working in an urban setting (inner-city).	D
	Experience of working in a culturally diverse community.	D
	Experience of working effectively with the school community and external partners.	E
	Experience of developing a differentiated and creative curriculum to pupils with a diverse range of social, emotional, cultural, intellectual and physical needs.	E
Leadership/ shaping the future	Ability to innovate and find creative solutions, and to communicate a vision to inspire and motivate all stakeholders.	E
	Be emotionally intelligent and have a commitment to the well-being and development of the whole child and the staff.	
	Proven track record of the ability to raise significantly the academic and personal achievement of all pupils.	E
	Evidence of the ability to promote a positive, sensitive and caring ethos and pride in the school and its physical environment together with high standards of achievement and behaviour.	E
	Excellent interpersonal and communication skills, both oral and written.	E
Leading Teaching and Learning	Knowledge and understanding of how to raise standards of learning across the school and a proven track record in doing so.	E
	Excellent knowledge of the current major curriculum issues and recent educational developments and legislative changes, together with their significance for the leadership of a primary school.	E
		E

	Ability to use, analyse and monitor pupil assessment data to identify needs and trends to promote an appropriate level of challenge to all pupils.	
	Demonstrate a commitment to providing choice and flexibility in learning to meet the individual needs of every child	E
	An ability to acknowledge excellence and challenge poor performance across the school.	E
	A proven commitment to an inclusive education which addresses the needs of all learners in a diverse community.	E
	A clear vision for consistent systems and procedures which bring about effective behaviour management.	E
Managing the Organisation	Knowledge of legal issues relating to managing a school including equal opportunities, race relations, disability, human rights and employment legislation.	E
	The ability to use performance management and line management to secure accountability and improve performance.	E
	Proven track record in working collaboratively and building, leading empowering and developing effective teams.	E
	Evidence of the ability both to delegate and work in collaboration, and to establish robust systems to monitor implementation and impact.	E
	The ability to prioritise tasks, make informed decisions and implement them in a flexible manner.	E
	An understanding of new technology and its role within the classroom and across the wider school environment.	E
	Experience and understanding of managing finance efficiently in accordance with benchmarking, financial management and best value principles.	D
	A commitment to continuing CPD for oneself and for all members of the school community.	E
	Evidence of a commitment to sustaining a safe, secure and healthy school environment, in accordance with Child Protection and safeguarding legislation.	E

Strengthening the Community	Proven ability to negotiate and consult effectively with pupils, staff, parents, governors, the LA and the wider community.	E
	Experience of developing and managing good communication systems, chairing meetings effectively and working in partnership with other agencies.	E
	A vision for governor, parent and community involvement in the life of the school and a commitment to creating and expanding community and global links.	E
	A willingness to engage the school community in self and external evaluation to better understand the strengths and weaknesses of the school.	E
	An unwavering commitment to acknowledge, celebrate and foster respect for the richness and diversity of the school's communities.	E
	Prepared to make a direct contribution to the broader life of the school and "go the extra mile" with a sense of humour.	E

E- Essential, D Desirable

Appointment to this post is subject to a satisfactory enhanced DBS check. This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.