

**William de Ferrers School**  
**Headteacher Job Description**  
**Group 7: £88,571 - £99,081**

**Reporting to:** Chair of Governors

**Job purpose:** Provide overall strategic leadership to implement change and improvement to fully realise the School's vision, values and priorities. To lead by example through demonstrable abilities as an effective leader and communicator and as an inspirational and innovative educator.

**Responsibilities:** The Headteacher will take overall responsibility for the organisation, management and conduct of the School in accordance with the articles of government and the statutory conditions of employment of Headteachers, and with the policies of the Governing Body.

The Headteacher will have overall responsibility for ensuring the achievement of the highest possible educational standards at the William de Ferrers School and for creating an ethos and systems in which students and staff feel valued via our high expectations of them.

The Headteacher will be responsible for the leadership, internal organisation, management and overall control of the School.

Vision and Core Purpose: *Aspire, Persevere, Achieve*

- ❖ Ensure the needs of William de Ferrers students are at the centre of everything we do.
- ❖ Ensure that students receive a high quality education, where all students achieve to their full potential.
- ❖ Assure a safe, inclusive, engaging and challenging educational environment for all students and staff.
- ❖ Drive change and improvement towards achieving 'Outstanding' status.
- ❖ Act as a decisive leader, with strong communication and management skills.
- ❖ Lead by example through demonstrable understanding of innovative and inspiring teaching.
- ❖ Devise and implement strategies to narrow the achievement gaps between different groups of students.
- ❖ Model positive relationships, attitudes and behaviours with our students, parents, community and governors.
- ❖ Continue to ensure the School's financial stability.
- ❖ To be proactive and innovative in assuring the School's financial stability in the context of current financial pressures in education, driving proactive financial planning and the development of initiatives.

Leading Learning and Teaching:

- ❖ Embed an ethos of high standards and expectations for all.
- ❖ Maintain and develop a robust, diverse and appropriate curriculum.
- ❖ Ensure the curriculum is regularly monitored, evaluated and updated, taking account of local and national strategies, policies and statutes.
- ❖ Lead and manage teaching and learning throughout the School, ensuring innovative, responsive and effective approaches to learning, teaching and assessment.
- ❖ Ensure a consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress and achievement.
- ❖ Ensure a culture and ethos of challenge and support where all students can achieve and engage in their own learning.
- ❖ Implement strategies to foster high standard of behaviour, attendance and appearance to support the learning environment.
- ❖ Monitor, evaluate and review classroom practice to develop and implement improvement strategies.
- ❖ Challenge under performance at all levels and ensure effective management and support of staff.

Developing self and working with others:

- ❖ To treat people fairly, equitably, safely and with dignity and respect, maintaining a positive school culture.
- ❖ To commit to the continuous development of all staff.
- ❖ Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals.
- ❖ Ensuring clear delegation of tasks and responsibilities throughout the organisational structure.
- ❖ Oversee the appointment of all staff and to ensure staff performance to the agreed aims and objectives of the School.
- ❖ Lead, manage, motivate, develop, encourage and support staff. To ensure that staff have access to regular advice, support and professional development appropriate to their needs and those of the School.

- ❖ Participate in arrangements for the appraisal and review of their own performance, and, where appropriate, that of other teachers and support staff.
- ❖ Participate in arrangements for their own further training and professional development and that of other teachers and support staff including induction.
- ❖ Decide whether a teacher at the School who applies for a post-threshold teacher assessment meets the relevant standards.

#### Leadership and Management:

- ❖ Lead, develop, coordinate and implement clear, evidence-based improvement plans and policies.
- ❖ Foster an environment and structure which reflects the School's values.
- ❖ Ensure that the performance management of staff is effective within the School, in line with the relevant regulations.
- ❖ Ensure equality of opportunity for all.
- ❖ Manage the School's financial and human resources effectively and efficiently to achieve the School's ambitions.
- ❖ Advise, support and inform the Governing Body in carrying out its responsibilities.
- ❖ Develop a strong partnership with the Governing Body to formulate and implement plans for the School.
- ❖ Ensure the maintenance of high standards of care of the School environment, including health and safety.
- ❖ Use and integrate a range of technologies effectively and efficiently to manage the School.
- ❖ Maintain relationships with organisations representing teachers and other members of the School's workforce.
- ❖ Collaborate and work with colleagues and other relevant professionals within and beyond the School including relevant external agencies and bodies.

#### Strengthening Community:

- ❖ Ensure that parents and the local community understand the direction of the School and the achievement of students.
- ❖ Market and promote the School effectively in the local community and amongst local businesses, maintaining and developing the links already established within the community.
- ❖ Encourage and develop positive co-operation between the home and the School.
- ❖ Encourage and develop positive engagement between the local community and the School.
- ❖ Create and maintain an effective partnership with parents and carers to support and improve students' achievement, personal development and behaviour.
- ❖ Cooperate and work with relevant agencies to protect children.

#### Other:

To undertake any other duty as specified by School Teachers and Pay Conditions Document (STPCD) not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and duties may be varied to meet the needs of the school at the discretion of the Governing Body.

The Governing Body will make any necessary adjustment to the role and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.**