



## JOB DESCRIPTION

Job Title: **Headteacher**

School: **Lime Tree Primary**

### RELATIONSHIPS

#### 1. RESPONSIBLE TO:

The Headteacher is accountable to the school's Governing Body, including representatives of the Surbiton Education Health Trust and to the Local Authority (LA), through the Director of Learning and Children's Services.

#### 2. RESPONSIBLE FOR:

- All teaching and support staff of the school, including volunteers and contract staff.
- Staff managing and running the Extended Schools activities.

#### 3. IMPORTANT RELATIONSHIPS:

- Children, parents and carers
- The Governing Body and Trustees
- Members of the teaching and support staff, including staff in the resourced provision for Special Educational Needs (SEN)
- Extended school staff
- Contract or agency staff
- Health professionals on the Surbiton site, for example, General Practitioners, Dentist, Practice Nurses and the wider community health team such as School Nurses, Health Visitors and District Nurses
- Other site colleagues
- Headteachers of Maple Infants, Tolworth Infants and Surbiton Nursery schools
- Other Kingston Headteachers
- The School Improvement Partner
- Local Authority and Achieving for Children Officers, including Social Services staff and Educational Consultants
- Representatives of Trade Unions and Professional Associations
- The Police
- Members of the Community, including private and voluntary organisations

### MAIN PURPOSE OF THE ROLE

- Formulate, in consultation with the staff and Governing Body, the strategic aims and objectives for the school, and effectively manage staff and resources to ensure the delivery of those objectives.
- Establish high standards, quality provision and strong outcomes for children' intellectual, physical, moral and personal development across the school.
- Promote the health and wellbeing of the whole school community.
- Be responsible for the internal organisation, management and control of extended services and promote the wider role of the school with Health and Social Care Partners and within the local community.

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## **KEY AREAS OF ACCOUNTABILITY**

The current 'School Teachers Pay & Conditions' Document sets out the range of duties and responsibilities of a Headteacher and nothing in this job description should be regarded as detracting from that document. The national standards of excellence for Headteachers are set out in four domains:

### **Domain One: Excellent headteachers: qualities and knowledge**

Headteachers:

1. Hold and articulate clear values and moral purpose, focused on providing a world class education for the pupils they serve.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

### **Domain Two: Excellent headteachers: pupils and staff**

Headteachers:

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

### **Domain Three: Excellent headteachers: systems and process**

Headteachers:

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.



5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

#### **Domain Four: Excellent headteachers: the self-improving school system**

Headteachers:

1. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

#### **Other Information**

Headteachers:

- **Health and Safety:** to have responsibility for the health, safety and welfare of self and others and to comply at all times with the requirements of health and safety regulations.
- **Confidentiality:** to ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
- **Equal Opportunities, Alcohol & Non-Smoking:** to comply with the organisation's policies on equal opportunities, the consumption of alcohol and non-smoking.
- **Safeguarding:** All staff members have a responsibility to themselves, pupils and other staff in ensuring the effective Safeguarding of Children and Adults and must follow the agreed school policies and procedures.
- **Data Protection Act:** to comply with the requirements of the Data Protection Act.
- **Conflict of Interest:** to comply with the organisations code/policy relating to business conduct and/or conflict of interest.



The job description is indicative but not exhaustive of the responsibilities of the post. As the school develops, the requirements of the job may develop and/or change and the post-holder will be expected to adapt to these requirements. The post-holder will be expected to undertake ongoing personal and professional development commensurate with the duties of the post. The post-holder will be expected to comply with all the relevant local, national and statutory policies and frameworks.

Confidential and personal information related to pupils and staff must not be disclosed within or outside the place of work, except in the proper discharge of duties.

AGREED BY POSTHOLDER:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_