

ALDRYNGTON PRIMARY SCHOOL

HEADTEACHER JOB DESCRIPTION



Job Title:	Headteacher
Salary	Group 3 School Salary L15-L21
Responsible to:	The Governing Body of the School and Local Authority

The headteacher carries out duties in line with the conditions of employment as set out in the current *School Teacher's Pay and Conditions* document, the *National Standards for Headteachers* and the policies and procedures of the Governing Body

Mission Statement

Aldryngton's objective is to provide all pupils with an excellent education in a happy and caring school environment.

We believe our success lies in an in-depth knowledge of our children with strong teamwork to ensure that pupils experience success in many different ways.

We aim to continue our commitment to high academic standards, and excellence in sport and the arts, while also ensuring that pupils develop a life-long love of learning coupled with kindness and respect for others.

Main Purpose

To provide professional strategic leadership of Aldryngton Primary School which, secures its continued success and improvement, ensuring high quality education for every pupil with excellent standards of learning and achievement

1 Qualities and Knowledge

- Hold and articulate clear values and moral purpose, focused on providing an excellent education for every pupil at Aldryngton.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.
- Be an inspirational leader who recognises and motivates emerging talents in the school community and can build open, productive relationships with all stakeholders

- Lead by example - with integrity, creativity, resilience, and clarity – using the expertise and skills of the whole school community within the school and beyond.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- 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.
- Communicate the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.
- Excellent communication and interpersonal skills with an ability to communicate effectively to a wide range of different audiences

2 Pupils and Staff

- Demand ambitious standards for every pupil, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- 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.
- To create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other.
- Ensure that teaching methods take into account each pupil's needs and is modified and adapted to ensure high level of engagement and success for every child.
- Promote, the spiritual, moral, cultural, mental and physical development of all pupils.
- Encourage pupils to show kindness, empathy, compassion and value diversity
- Encourage pupils to be confident, independent, risk taking and resilient; displaying a thirst for learning
- Maintain an educational culture where best practice is shared within and between schools, drawing on and conducting relevant research and robust data analysis.

- Ensure an ethos where all staff are motivated and supported to develop their own skills and subject knowledge and support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice
- Ensure staff well-being and celebrate success

3 Systems and Process

- 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.
- 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.
- Maintain and ensure a 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.
- 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.
- 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.
- 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.

4 Self-improving School System

- Create an outward-facing school which works with other school and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils
- Ensure effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.

- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving school.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education and to promote the value of education.