

Commitment to Learning
High Expectations
All Can Succeed
Confidence and courage
Everyone valued equally



JOB DESCRIPTION

Post Title : **Headteacher**
Status : **Permanent - Full Time**
Line Manager : **Governing body**
Allowance : **Leadership pay spine**
Review Date : **September 2021**

At Chace Community School we share a strong ***commitment to learning***. We have ***high expectations*** of all students. We aim to provide a high quality, challenging, broad and balanced education within a supportive pastoral system, in an inclusive, calm, purposeful and caring, learning environment. We work in partnership with parents, valuing their support to encourage students to make the most of their educational opportunities at Chace. We believe that ***all can succeed*** and improve on present best. We are always proud to celebrate our students' achievements. We are determined to enable our students to become responsible, independent, thoughtful adults who have the ***confidence and courage*** to enjoy the challenges of learning at Chace where ***everyone is valued equally***, and to be successful in their future lives.

Conditions of Service

We share a commitment to learning and raising achievement for all and have high expectations of all our students. A headteacher's professional duties must be carried out in accordance with and subject to:

- a) the provisions of all applicable legislation and any orders and regulations having effect under the applicable legislation, and in particular the Education Act 1996⁽¹⁷⁾ and the Act;
- b) the instrument of government of the headteacher's school;
- c) any rules, regulations or policies made either by the governing body on matters for which it is responsible, by the authority with respect to matters for which the governing body is not responsible or by the headteacher's employers;
- d) any scheme prepared or maintained by the authority under section 48 of the School Standards and Framework Act 1998⁽¹⁸⁾;
- e) the terms of their appointment.

Professional responsibilities

A headteacher may be required to undertake the following duties:

Whole school organisation, strategy and development

- Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school;
- Develop, implement and evaluate the school's policies, practices and procedures.

Teaching

- Lead and manage teaching and learning throughout the school, including ensuring, save in exceptional circumstances, that a teacher is assigned in the school timetable to every class or group of pupils
- Teach

Health, safety and discipline

- Promote the safety and well-being of pupils and staff.
- Ensure good order and discipline amongst pupils and staff.

Management of staff and resources

- Lead, manage and develop the staff, including appraising and managing performance.
- Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers, including on whether a teacher at the school who applied to be paid on the upper pay range should be paid on that range.
- Organise and deploy resources within the school.
- Promote harmonious working relationships within the school.
- Maintain relationships with organisations representing teachers and other members of the staff.
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

Professional development

- Promote the participation of staff in relevant continuing professional development.
- 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, where appropriate, that of other teachers and support staff including induction.

Communication

- Consult and communicate with the governing body, staff, pupils, parents and carers.

Work with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies.

ALL CHACE STAFF WILL:

- promote equality of opportunity and regard;
- follow Safeguarding guidelines and Child Protection policy/procedures;
- contribute to producing/delivering priorities in the School Improvement Plan;
- keep Chace and their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal;
- promote positive attitudes and behaviour;
- contribute to the smooth day to day running of the school;
- be committed to achieving the school aims;
- be a lead learner;
- work to develop Chace as a successful inclusive learning community;
- respond promptly to concerns from parents, staff or students;
- promote the school in the community;
- work in partnership with all colleagues including the Governing Body;
- support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- have regard for and act in accordance with Health and Safety policy/practice;
- celebrate success of students and staff;
- support school events including those organised by the PTA.

Chace Community School is committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. All appointments are subject to satisfactory pre-employment checks, including satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring service

Aiming to be the best we can be