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| BARNSLEY METROPOLITAN BOROUGH COUNCILChildren, Young People and Families**School Cherry Dale Primary School****Title of Post Headteacher****Salary Scale L15 – L20** |
| JOB DESCRIPTION**Based on the National Standards for Headteachers as defined by the Training and Development Agency** |

**Role of the Headteacher**

To provide effective, dynamic and inspirational leadership in order that every child is able to fulfil their true potential.

To promote shared vision which takes this ‘Outstanding’ school into the future.

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**Primary purpose of the job:**

1/ To lead and manage the school

2/ To ensure the achievement of excellent educational standards

3/ To promote and safeguard the welfare of children

4/ To work within the Cudworth and North East Collaboration of five primary schools on the implementation of long term strategic plans in order to provide continued successful development and sustaining of high quality teaching standards

**RESPONSIBLE TO**:

The Governors of the school and the Executive Director of Children, Young People and Families

**RESPONSIBLE FOR**:

Teaching, support staff of the school and all standards of education, safety, care and development of the children in the school

**EMPLOYMENT DUTIES:**

To be performed in accordance with the provisions of the School Teachers’ Pay and Conditions Document and within the range of teachers’ duties set out in that document

# Shaping the Future

The Headteacher works closely with the governing body and others to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the school community. This vision expresses core educational values and moral purpose and is inclusive of stakeholders’ values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.

* Ensures the school vision is clearly articulated, shared, understood and acted upon effectively by all.
* Works with the school and community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
* Has the breadth of strategic vision to work in the broader educational community delivering long-term plans for local and collaborative benefits.
* Demonstrates the vision and values in everyday work and practice.
* Motivates and works with others to create a shared culture and positive climate.
* Ensures creativity, innovation and the use of appropriate new technologies to achieve excellence.
* Ensures that strategic planning takes account of the diversity, values and experience of the school and community at large.

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| **Leading Learning and Teaching**The headteacher has a central responsibility for raising the quality of teaching and learning and for pupils’ achievement. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.* Ensures that priority is given to the development and application of basic skills throughout the curriculum.
* Ensures a consistent and continuous school-wide focus on pupils’ achievement, using data and benchmarks to monitor progress in every child’s learning.
* Ensures that learning outcomes are at the centre of strategic planning and resource management.
* Establish creative, responsive and effective approaches to learning and teaching.
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| * Ensures a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
* Demonstrates and articulates high expectations and sets challenging targets for the whole school community.
* Implements strategies that secure high standards of behaviour and attendance.
* Determines, organises and implements a diverse, flexible curriculum and implements an effective assessment framework.
* Takes a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
* Monitors, evaluates and reviews classroom practice and promotes improvement strategies.
* Challenges underperformance at all levels and ensures effective corrective action and follow-up.
* Continually monitors and updates the curriculum to ensure breadth.
* Ensure the Spiritual, Cultural and Moral development of the children.
* Leads the development of teaching staff, targeting outstanding practises and adopting appropriate new initiatives.
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**Developing Self and Working with Others**

As the Headteacher works with and through others, managing effective relationships and communication are important. The Headteacher builds a professional learning community that enables others to achieve. The Headteacher is committed to his/her own continuing professional development in order to deal with the complexity and demands of the role and supports staff to achieve high standards through performance management and continuing professional development.

* Treats people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
* Builds a collaborative learning culture within the school and actively engages with other schools to build effective learning communities.
* Develops and maintains effective strategies and procedures for staff induction, professional development and performance review.
* Ensures effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
* Acknowledges the responsibilities and celebrates the achievements of individuals and teams.
* Develops and maintains a culture of high expectations for self and for others and takes appropriate action when performance is unsatisfactory.
* Regularly reviews own practice, sets personal targets and takes responsibility for own personal development.
* Manages own workload and that of others to allow an appropriate work/life balance.
* Is committed to the principles and practices related to Investors in People.

**Managing the Organisation**

The Headteacher provides effective organisation and management of the school and seeks ways of improving organisation structures and functions based on rigorous self-evaluation. The Headteacher should ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective, sustainable and safe learning environment. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve value for money. The Headteacher should also seek to build successful organisations through effective collaborations with others.

* Creates an organisational structure which reflects the school’s values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
* Produces and implements clear, evidence-based improvement plans and policies for the development of the school and its facilities.
* Ensures that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
* Manages the school’s financial and human resources effectively and efficiently to achieve the school’s educational goals and priorities.
* Recruits, retains and deploys staff appropriately and manages their workload to achieve the vision and goals of the school.
* Works collaboratively, developing and implementing strategies targeted at medium to long-term succession planning.
* Implements successful appraisal processes with all staff.
* Manages and organises the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations. Taking on the role and responsibilities of the Health and Safety Officer.
* Ensures that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
* Uses and integrates a range of technologies effectively and efficiently to manage the school.

**Securing Accountability**

Headteachers have a responsibility to the whole school community. In carrying out this responsibility, Headteachers are accountable to a wide range of groups, particularly pupils, parents, carers, governors and the LEA. They are accountable for ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community and for contributing to the education service more widely. Headteachers are legally and contractually accountable to the governing body for the school, its environment and all its work.

* Fulfils commitments arising from contractual accountability to the governing body.
* Develops a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
* Ensures individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
* Works with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.
* Reflects on personal contribution to school achievements and takes account of feedback from others.
* Develops suitable quality assurance systems, including school review, self evaluation and performance management and presents a coherent, understandable and accurate account of the school’s performance to a range of audiences including governors, parents and carers.

**Strengthening Community**

Schools exist in a distinctive social context, which has a direct impact on what happens inside the school. School leadership should commit to engaging with the internal and external school community to secure equity and entitlement. Headteachers should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children. Headteachers share responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent.

* Builds a school culture and curriculum which takes account of the richness and diversity of the school’s communities.
* Creates and promotes positive strategies for challenging racial and other prejudice and dealing with racial harassment.
* Ensures learning experiences for pupils are linked into and integrated with the wider community.
* Ensures a range of community-based learning experiences.
* Collaborates with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
* Creates and maintains an effective partnership with parents, carers, church and the wider community to support and improve pupils’ achievement and personal development.
* Seeks 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.
* Contributes to the development of the education system by, for example, sharing effective practice, working in partnership with other schools within the Collaboration and promoting innovative initiatives.
* Co-operates and works with relevant agencies to protect children.

**Safeguarding Children and Safer Recruitment**

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

The Headteacher is expected to undertake the role and responsibilities of the Deputy Designated Safeguarding Lead.

The Headteacher should ensure that:

* The policies and procedures adopted by the governing body are fully implemented and followed by all staff.
* Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
* All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.