Swan Lane First School

Job description - Headteacher

Position: Headteacher

Reporting to: The Governing Body

Main Purpose: To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and good standards of learning and achievement.

**MAIN TASKS**

**1. Strategic direction and development of the school**

* 1. Provide inspiring and purposeful leadership for the staff and pupils ensuring the development of teams of colleagues, who have distinct roles and responsibilities and hold each other to account for their decision making.
  2. To work in partnership with the Governing Body and staff to generate the ethos and values which will underpin the school.
  3. To continue to implement a School Improvement Plan which will secure continuous school improvement.
  4. 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.
  5. To monitor and evaluate the performance of the school and respond and report to the Governing Body as required.
  6. To ensure that management, finances, organisation and administration of the school is curriculum-led to ensure the equitable deployment of budgets and resources, in the best interests of pupils’ achievements, the schools vision and aims and the school’s sustainability.
  7. To ensure that school policies and practices take account of national, local and school requirements.
  8. To monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.
  9. 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.
  10. To ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.

**2. Teaching and learning**

* 1. Continue to maintain an environment that promotes and secures outstanding teaching, effective learning, high standards of achievement and outstanding behaviour.
  2. Establish an educational culture of ‘open classrooms’ as a basis for sharing best practice within Swan Lane and with the wider school community.
  3. Develop successful teaching and learning strategies, which ensure barriers to learning are overcome, to meet the needs of, and improve the outcomes for all pupils.
  4. Enthuse and engage the children in their learning by providing exciting and varied experiences that motivate their learning.
  5. Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
  6. Ensure that pupils develop skills in order to learn more effectively and with increasing independence.
  7. Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the school through appropriate methods.
  8. Determine and implement positive strategies and programmes which ensure good pupil behaviour and discipline and give support and clear guidance on exclusions.
  9. Develop and maintain effective links with the community.
  10. Continue to maintain an effective partnership with parents/carers and the wider community to support and improve pupils’ achievement and personal development.

**3. Leading and managing staff**

* 1. Distribute leadership effectively to achieve high standards of learning and personal development by nurturing a culture of collective responsibility.
  2. Implement and sustain fair and effective systems for the management of staff performance, incorporating, Performance Review, Talent Development and Succession Planning by setting appropriate targets and supporting colleagues with appropriate CPD to include lesson observations.
  3. Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.
  4. Monitor and evaluate the well-being of staff, promoting a supportive environment.
  5. Ensure that professional duties are fulfilled, as specified in the Teachers Standards 2012, including those of Headteacher.
  6. Hold all staff to account for their professional conduct and practice.
  7. Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification of areas in which the Headteacher would benefit from further training and undergoing such training.
  8. Ensure that a Deputy Headteacher or suitable person, assumes responsibility for the discharge of the Headteacher’s function at any time when absent from school.
  9. Continue the development of very good working relationships with governors, staff, pupils, parents/carers and the community.
  10. Ensure learning experiences for pupils are linked into and integrated with the wider community locally, nationally and globally.

**4. Efficient and effective deployment of staff and resources**

4.1 Work with Governors and senior colleagues to recruit and retain staff of the highest quality.

4.2 Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.

* 1. Set the budget and monitor the school’s finances to support our educational aims and maintain high standards, ensuring compliance with financial regulations, funding agreements and School’s Financial Value Standard.
  2. Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
  3. Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
  4. Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils’ achievements, ensure efficiency and secure value for money.

**5. Accountability**

1. Ensure that all school, county and national policies & guidelines are fully implemented and followed by all staff.
2. Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school.
3. Present a coherent and accurate account of the school’s performance in a form appropriate to the range of audiences, including Governors, the LA, OFSTED and others to enable them to play their part effectively.
4. Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child’s learning.
5. Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
6. Ensure 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.
7. Ensure the implementation of effective procedures for the management of health and safety across the school.
8. Maintain an environment in which there is equal opportunity for all and the value of diversity is understood and visible.
9. Continue to develop effective relationships with fellow professionals and colleagues in other public services to champion best practice and improve academic and social outcomes for all pupils.
10. Carry out any such duties as may be reasonably required by the Governing Body.

**6. Safeguarding Children & Safer Recruitment**

1. Take on the role of Designated Safeguarding Lead within the school.
2. Ensure all safeguarding policies and procedures are fully implemented.
3. Be accountable for the welfare of all children and young people.
4. Ensure robust safeguarding procedures are maintained to promote the welfare of children by ensuring the school’s safeguarding policy and procedures are compliant with statutory requirements and adhered to through regular monitoring and review.

‘This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future’. The appointment is subject to the current conditions of employment in the Teacher Standards 2012 as they relate to Headteachers’.