



Christopher Hatton Primary School
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Job Description: Headteacher

Job details

Salary: £61,039 - £80,062 (2022 salary range for Group 2 schools in inner London)

Detailed leadership scale: L16 – L21 (£64,225 - £72,483)

Hours: Full time

Contract type: Permanent

Reporting to: Board of Governors

Responsible for: Professional leadership and management of the school

Purpose

The headteacher will provide professional leadership and management of the school, complying with all statutory requirements, ensure a safe environment for all pupils and staff, manage the budget efficiently and maintain excellent relations with parents, staff and the community.

Specifically, the headteacher will:

- Sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively

Vision

The headteacher will:

- Articulate, communicate, and embed the school's ethos, values and teaching and learning philosophy, to provide a coherent and inspiring educational environment
- Create a shared strategic vision in partnership with the board of governors, and engage the entire team in adopting and pursuing that vision

Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct

- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Leadership

The headteacher will:

- Lead, inspire and develop all staff to achieve the highest possible professional standards, treating them supportively, equitably and with integrity to maintain positive momentum in staff achievements, commitment to the school, and high morale
- Monitor and anticipate opportunities and challenges raised by changes in policy, demographics and funding, to best position the school to respond, in line with its vision, ethos, and the diversity of experience represented by the school community
- Recruit and retain high quality staff in line with the school's ambitions and ethos
- Drive forward opportunities for the school and its staff to contribute their expertise in education and leadership beyond the school, at local and national levels
- Seek out opportunities to enhance the financial sustainability and resource streams available to the school Take responsibility for the Headteacher's own personal development and achieving agreed objectives, through regular review and reflection on practice, development opportunities, and formal appraisal and feedback
- Maintain a proactive approach to inclusion, maximising the school's role in tackling inequalities

Duties and responsibilities

School culture and behaviour

The headteacher will:

- Promote a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

The headteacher will:

- Establish and sustain the most ambitious teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

- Ensure that the curriculum extends beyond excellent academic achievement to support the broader wellbeing, character and development of children
- Ensure that every child has the opportunity to receive an outstanding education, responding appropriately to their needs, abilities and interests

Additional and special educational needs (SEN) and disabilities

The headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Managing the school

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk

Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Maintain Christopher Hatton's focus on developing staff expertise and sharing best practice with other schools
- Seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The headteacher will be required to do other duties appropriate to the level of the role.