



Job Description: Head Teacher

Job title: Headteacher

Pay range: Leadership L15-L21 (starting salary based on experience)

Responsible to: The Governing Body

Direct reports: Acting Headteacher / Senior Leadership Team

Responsible to:

The Head Teacher is an employee of the Governing Body and is required to carry out professional duties as detailed in this job description, the Trust Deed and Instrument of Government for the school and those set out in the current School Teachers Pay and Conditions Document. Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Job Purpose

- Provide effective leadership of the School
- Day-to-day management of children, staff, resources and buildings
- Maintain a culture of improvement and success in line with the values and vision of the School
- Form and develop effective partnerships within and beyond the school
- Work with the SLT and governors in providing high quality professional leadership
- Committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment

Key Responsibilities

- Work with the SLT and Governing Body to develop and communicate a clear strategic vision for the school. Ensure that the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Motivate and empower all staff to carry this vision forward
- Analyse and plan for the school's future needs and further improvements. Identify and meet priorities and targets, taking into account appropriate data.
- Monitor, evaluate and review school policies, procedures and practice and take action where necessary.
- Ensure that resources are deployed effectively and efficiently in order to secure value for money and high standards in teaching and learning.
- Ensure equality of opportunity for all through the school's policies, procedures and practice.
- Ensure that parents and pupils are well informed about the curriculum, attainment and progress and about the contribution that they can make to achieving the school's targets for improvement.
- Lead in specified curriculum areas.
- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities rooted in the Catholic Christian faith.
- Develop the school's improvement plan to promote and sustain ongoing improvement.
- Develop, with School Business Manager, a costed, annual strategic plan

Leadership of Teaching, Learning and Assessment

- Ensure the quality of teaching and learning is at the centre of strategic planning
- Deploy all staff effectively in order to improve teaching and learning.
- Monitor, evaluate and review the quality of teaching and learning and standards of pupils' achievements and identify strategies for improvement.
- Ensure a planned, consistent and continuous approach to monitoring children's progress, using data and benchmarks to identify individual and group achievement
- Ensure the implementation of effective intervention and support programmes, the impact of which, are regularly reviewed and evaluated
- Develop curriculum policies and practices, in consultation with the Governing Body, that meet statutory requirements, are relevant to the aptitude and stages of development of all pupils, including those with special needs, and provide for the spiritual, moral, cultural, social and emotional development of all pupils.
- Monitor, evaluate, and review classroom practice
- Play a leading role in the implementation of new initiatives, teaching and learning approaches and related pedagogy.
- Promote reflective practice in liaison with the staff team.
- Support initiatives which increase parental and pupil engagement.
- Take a leading role in the implementation, monitoring and review of the Behaviour and Anti-bullying Policies throughout the school in order to secure high standards of behaviour.
- Ensure the use of all resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and to secure value for money.

Managing the school

- Work with Senior Leadership Team to develop and sustain an organisational structure which maintains and develops the standards and ethos of the School
- Advise the Governing Body on the performance, competence, and capacity of staff
- Undertake responsibilities as defined in health and safety policies and ensure that appropriate risk assessments are undertaken
- Undertake responsibility for promoting and safeguarding the welfare of children
- Ensure that all agreed policies and procedures are adhered to

Financial Management

- Work with the School Business Manager on appropriate priorities for expenditure, allocating funds effectively within the context of the annual budgetary cycle and School's improvement priorities
- Work with the School Business Manager to manage agreed budgets, ensuring effective administration and value for money
- Support the School in securing additional resources to aid improvement

Leading and Managing Staff

- Treat all staff fairly, equitably and with dignity and acknowledge their contributions by acknowledging and praising success
- Carry out, through line management or direct responsibility, the performance reviews of all staff and all relevant arising actions
- Overseeing the support and induction of ECTs
- Lead on the recruitment and selection of teaching and support staff
- Motivate, support, challenge and develop staff to ensure school improvement, while maintaining a realistic culture of high expectation for self and others.

- Work directly with staff in order to maintain and develop standards of teaching and learning.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and responsibilities
- Develop CPD of a high quality, which is clearly relevant to the school's and individual needs and development
- Have regard to the work/ life balance of individual members of staff
- To review own practice regularly, set targets and take responsibility for own development
- Support the Governors in creating and maintaining good working relationships amongst all members of the School's community
- Promote an inclusive environment amongst all staff and all those participating in the day-to-day activities within the School, so that each individual is recognised, respected and valued
- Manage HR activities and other leadership processes as appropriate e.g. sickness absence, disciplinary and capability

Securing Accountability

- Work with your SLT and the Governing Body, providing information, objective advice and data as and when required
- Develop and present a coherent and accurate account of the School's performance to a range of audiences including the Governing Body and parents and carers
- Provide reports for, and be present at, all Governing Body meetings

Strengthening Community

- Build a culture and curriculum, within the context of the School's vision, which considers the richness and diversity of the local and wider communities
- Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of children and their families
- Maintain and develop effective partnerships with parents and carers
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enrich the children's experiences

Safeguarding

- Ensure that all safeguarding policies and practices meet national guidelines and are adhered to and published as required
- Ensure all staff are fully trained and aware of their responsibilities
- Cooperate and work with all relevant agencies to protect children