

**HEADTEACHER JOB DESCRIPTION**

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| **Job Title:** Headteacher | **Workplace:** Lawn Primary and Nursery School, Swindon, Wiltshire SN3 1LE |
| **Group Size:** 3 (L18-L24) | **Start Date:** 1st January 2022 |
| **Responsible to:** Governing Board | **Number on Roll:** 416 Primary + 75 Nursery |
| **Introduction:**  The Headteacher will take overall responsibility for the leadership, organisation, management and conduct of the school. This will be in accordance with the statutory conditions of Employment of Headteachers, the policies of Swindon Borough Council and in consultation with the Governing Board. The full range of professional duties that may be required are as set out in The School Teachers Pay and Conditions document. | |
| **Context:**  We are a successful two form entry Primary and Nursery school covering ages 2-11 with a consistent Ofsted “Good” rating. Over the last several years governors and staff have worked closely together to deliver on our strategy, for example by adding Nursery facilities and wrap around care including holiday provision. We have also invested in our staff structure, adding Phase Leader and School Business Manager roles. Looking forward we are searching for a Headteacher who will continue this partnership to further build our education provision and work towards our vision “*Children to be proud of*”. | |
| **Job Purpose:**  To provide strategic leadership to staff, pupils, parents and the wider community working in partnership with the Governing Board. To secure excellent learning and teaching, to maintain good behaviour and discipline; to strive for continuous improvement of pupils’ academic achievement including their spiritual, social, moral and cultural development.  To inspire staff and pupils to demonstrate our school values – Excellence, Confidence, Resilience and Respect – encouraging everyone to be the best they can be. To promote the aims of the school through implementation of the policies of the Governing Board. Manage the resources and premises so as to promote and secure the achievement and welfare of both pupils and staff. Provide an environment in which staff and pupils can work happily and purposefully together to achieve their full potential. | |
| **Key Accountabilities:**   * Maintain a positive working relationship with the Governing Board and be accountable to it for school improvement through attendance at meetings * Provide information, objective advice and support to the Governing Board * Implement policies and procedures as laid out by the LA and Governing Board * Provide effective leadership and organisation enabling all staff to contribute and understand that they are accountable for the success of the school * Ensure that the school continues to manage performance data to evaluate school efficiency, its effectiveness and to promote school improvement * Present a coherent and accurate record of the school’s performance in a form appropriate to a range of audiences * Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement * Develop and maintain close working partnerships with parents and carers * Develop and encourage good relations between the school, transition schools, PTA, and the local community * Develop and encourage good relations between the school and other agencies, including Social Services and Health professionals.   **Leadership and Strategic Vision:**   * Promote the vision of “*’Children to be proud of*” by developing a culture in which children are nurtured and challenged to enjoy learning and succeed in life, enabling them to achieve the highest possible educational standards. * Develop the School Evaluation Form (SEF) and School Development Plan (SDP) working closely with the Governing Board to integrate the vision, mission and strategy * Inspire staff to succeed, encouraging and enabling them to take on new challenges in support of the SDP * Provide strategic direction to staff, helping them look ahead and develop a shared ambition for new ideas and approaches * Take an outward looking approach to foster links with other schools, sharing new ideas and techniques to ensure the school moves with the times * To ensure that equal opportunities and inclusion policies/practices for all pupils and staff are effectively used   **Leading and Managing Staff:**  Working via with the Senior Leadership Team and in consultation with the Governing Boards as appropriate;   * Hire, develop and retain high quality staff ensuring they are operating in the right roles, in an efficient framework to the benefit of all * Demonstrate a commitment to the continuous professional development for staff and self to focus on improving standards which are linked to individual and school needs through performance management and the SDP. * Provide enthusiastic, visionary and clear leadership to staff in promoting excellence and delivering sustained school improvement * Effectively manage the deployment and performance of all staff * Maintain a high morale amongst staff and set a personal example of professional standards, performance and behaviour. * Encourage initiative and team work, delegating where possible to allow time to maintain a strategic perspective * Develop a bond of trust with staff and demonstrate care regarding their welfare, including their work life balance * Liaise with the Governing Board and Management team in the recruitment and selection of teaching and support staff.   **School Improvement:**   * Develop and deliver an effective School Development Plan (SDP), identifying appropriate priorities and targets for the improvement of pupils’ achievement. * Link the SDP to overall financial planning and monitor its’ implementation by using sound management practices throughout the school which support the measurable improvement of standards and good quality teaching. * Identify external opportunities to monitor and improve pupil’s academic performance and work with the Governing Board as they review the possibility to join a MAT * Ensure that the school is always ready and prepared for an Ofsted visit   **Teaching and Learning:**  Working via the School Leadership Team;   * Promote and secure good teaching, effective learning, high standards of achievement, good behaviour and discipline within a safeguarding and nurture culture * Work via staff to ensure that the curriculum is clearly defined, organised, implemented and monitored with regular assessment in order to identify and act on areas for improvement * Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils including those with special educational needs in order to set and meet realistic targets for improvement. * Create and maintain an effective partnership with parents to support and improve pupils’ achievements and personal development. * Create and maintain an attractive and exciting environment for learning * Invest in staff by giving a high priority to the further development of a wide range of teaching and learning opportunities * Encourage new developments in the curriculum in the context of local and national initiatives * To embrace the use of ICT in teaching across the curriculum and to incorporate new and emerging technologies in a way that enhances and extends learning for all pupils   **Safeguarding Children:**  Working via the DSL, SENDCO and Nurture team;   * Ensure that the school’s Nurture team resources are appropriately balanced with competing demands across the school to address pupils needs * Provide appropriate training for all staff and visitors to ensure the ongoing safety of pupils * Ensure that the single central record and other systems are in place to ensure child welfare regulations are followed. * Ensure the practice of safer recruitment in checking the suitability of staff and volunteers to work with children and raise awareness of child protection. * Ensure that any/all safeguarding concerns raised are followed up with speed and precision, communicating with all relevant parties   **Parents and the wider community:**   * Participate fully in the local community and maintain good links within it. * Maintain and promote our open door policy where parents’ views are valued * Communicate regularly and effectively with parents * Support the activities of the PTA * Maintain an effective school website * Liaise with outside agencies and maintain good relations with our cluster and feeder schools and the LA * Strengthen relationships with our pre-school and secondary schools   **Financial Management:**  Working via the School Business Manager (SBM) and in consultation with the Governing Board;   * Manage accurate and efficient budgeting procedures and records * Ensure regular reports are provided to the school’s Governing Board * Monitor the school budget * Ensure compliance with the standards set within the School Financial Value Standard * Ensure the appropriate allocation of all resources and their efficient use * Ensure the school provides best value   **The Premises:**  Working via the Site Manager and in consultation with the Governing Board to ensure the school buildings and grounds including the contents and equipment are safe and well-maintained.   * Ensure compliance with all relevant Health and Safety legislation. * Develop a long-term plan for the replacement and renewal of the school premises and enhancing our outdoor environment. * Develop a long-term plan for eco-friendly initiatives   *The Governing Board retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the postholder.* | |