



Job description: Headteacher

Job details

Salary: Negotiable subject to experience and qualifications

Contract type: Full-time, Permanent

Reporting to: Board of Trustees

Responsible for: School Business Manager/ Deputy Head / Assistant Head

Main purpose

The headteacher will:

- › Establish and sustain the school's ethos and strategic direction together with the board of trustees 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
- › Maintain excellent relationships with feeder schools and local authorities to ensure demand for places in the school remains high
- › Work with external agencies to support the improvement of inclusion for all students

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 and in the wider community
- › Serve in the best interests of the school's pupils
- › Believe that all students have enormous potential to flourish in the right setting

Duties and responsibilities

School culture and behaviour

The headteacher will:

- › Create a culture where pupils experience a positive and enriching school life
- › Uphold ambitious 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
- › Maintain and build upon the excellent reputation that Westside has established over the past two decades

Teaching, curriculum and assessment

The headteacher will:

- › Establish and sustain high-quality 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
- › Be an outstanding classroom practitioner able to model what best practice looks like in the classroom

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
- › Ensure that the school fulfils statutory duties regarding the [SEND Code of Practice](#).
- › Ensure that the very significant resources provided in the school for SEND students have impact

Managing the school

The headteacher will:

- › Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- › Manage staff well with due attention to workload
- › Ensure rigorous approaches to identifying, managing and mitigating risk
- › Promote the school locally and nationally
- › Ensure that a balanced budget is maintained
- › Oversee the improvement and development of school buildings at the current site and at other sites that may be identified going forward

Professional development

The headteacher will:

- › Ensure staff have access to appropriate, high standard professional development opportunities
- › Keep up to date with developments in education
- › Ensure training and continuing professional development is effectively planned, delivered and evaluated
- › Provide professional development opportunities that draw on experts both within, and beyond the school

- Seek training and continuing professional development to meet the needs of all staff members
- Continue to collaborate with schools in West London and beyond to share best practice and to support staff development
- Maintain the commitment to every member of the school community being provided with opportunities for development regardless of their position in the school

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
- Be a strong advocate for improving the provision of AP and contribute to Alternative Provision Challenge a national organization whose mission is to help shape policy and practice in this sector

Other areas of responsibility

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 postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • National professional qualification for headship (NPQH)
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school • Teaching experience • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development • Project management skills
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none"> • Commitment to uphold the 7 principles of public life (the Nolan principles) at all times • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position

Notes:

This job description may be amended at any time in consultation with the postholder.

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____