



Langtree School - Headteacher Job Description 2018

This appointment will be in accordance with the Conditions of Employment of Headteachers contained within the Teachers' Pay and Conditions Document and the Articles of Association, policies and requirements adopted by the Langtree Governing Body.

This role is accountable to The Langtree Governing Body and will liaise with the Business Manager, Senior Leadership Team, Governors and other Stakeholders

Job Purpose

The headteacher is the lead professional in the school, and working with the school leadership team, including the governing body, is responsible for providing vision, inspirational leadership and direction for the continuous improvement of the school. The headteacher is responsible for ensuring that teaching and learning is highly effective and that all students achieve their maximum potential by:

- A continuing focus on raising achievement;
- Creating a structured and creative learning environment with high expectations;
- The continuous improvement in the quality and effectiveness of the curriculum;
- Thorough monitoring and evaluation of the effectiveness of all school practice;
- Ensuring equality of opportunities for all;
- Developing policies for the improvement and well-being of the school community;
- Ensuring that resources are effectively and efficiently used to achieve the school's aims and objectives;
- Ensuring the success of the school's development as a performing arts specialist school;
- Developing opportunities for students through the extended schools' network.
- Ensuring that the school is a safe environment for students through robust and up to date safeguarding practices and positive strategies to change racial and other prejudices and for dealing with all types of harassment.

Key tasks

The headteacher works with the governors and staff in relation to these key tasks.

1. Leadership and the strategic direction and development of the school

- Providing a clear and soundly based educational vision, ethos and direction in order to promote and support students' learning, their achievement and their spiritual, moral, social, emotional and cultural development.
- Securing a positive, open and collaborative working relationship with the Governing Body to develop a shared vision and clear strategy for the school, and taking ownership for leading its implementation.
- Working collaboratively with the Governing Body to investigate the benefits of Langtree moving into a multi-academy trust scenario.
- Advising the governing body in establishing priorities for the formulation, implementation and sustaining of policies that support the school's values, aims and objectives and ensuring equality of opportunities in an ever-changing education environment.
- Ensuring that the management, finance, organisation and administration of the school support its values, aims and objectives.
- Developing effective systems for ensuring thorough self-evaluation including CPD for all staff.
- Providing clear Leadership on all Child Protection matters and Safeguarding, and taking a firm but fair approach to student discipline.
- Ensuring that the School Improvement Plan and completion of the School Self Evaluation identify appropriate education priorities and targets for improvement that can be accommodated within the School financial budget.

- Developing positive relationships with students, staff, governors, parents, the local authority, outside agencies and the community in order to secure support for the school and its aims.

2. Management of teaching and learning

- Setting high expectations and standards for teaching and evaluating its effectiveness by agreed and measurable outcomes
- Ensuring that the statutory requirements for the curriculum are met, that the curriculum provided is appropriate for the needs of all students.
- Developing and maintaining the provision for effective teaching and learning, for good behaviour and discipline, and for the students' spiritual, moral, social and cultural development.
- Managing pastoral and welfare systems for all members of the school community in order to create a positive and caring ethos.
- Implementing strategies to secure improvements in the educational standards achieved by students and in the teaching and learning of students.
- Encouraging and promoting sharing of good practice to continually raise teaching standards, and ensuring underperformance is challenged at all levels and that corrective action and follow-up take place.
- Maintaining and further promoting a culture of support and intervention to meet the needs of individual learners across all Key Stages.
- Working with the Governing Body to ensure that all institutional and national targets are met and that reviews and evaluations of the school's effectiveness and efficiency are made. Results then to be reported and discussed with governors, parents, staff, the LA, the community and other agencies as appropriate.

3. Leadership and management of people

- Leading a team of highly motivated and innovative staff seeking to deliver outstanding learning and teaching.
- Implementing and monitoring management structures, processes and procedures in order to ensure that the school achieves its aims.
- Planning, allocating, supporting and evaluating work carried out by staff so that all are clear about their roles and responsibilities.
- Managing the performance of the school's staff through appropriate procedures for appointments, induction and career development, and ensuring that professional development activities are linked to individual needs and student outcomes through performance management.
- Focusing on succession planning within the school to ensure the continuity of high-quality staffing
- Creating, maintaining and enhancing effective working relationships among members of the extended school community.
- Promoting school community wellbeing.
- Ensuring that students' views are heard and acted upon where possible, and that students are effectively motivated.
- Promoting the school ethos, values and aims, characterised by high beliefs, aspirations and achievements.

4. Management of resources

- Ensuring the proper management of the school's budget, and being responsible for establishing and maintaining effective monitoring and budgetary controls.
- Managing the school site and buildings, and teaching and learning equipment in order to create a positive, effective and safe learning environment.
- Monitoring and evaluating the use of resources in order to ensure that support for learning is optimised.
- Encouraging and leading on innovation in resource management.
- Seeking opportunities through alternative funding to enhance the school's income.

5. Safeguarding children

Langtree School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

- Ensuring that the policies and procedures adopted by the Governing Body are fully implemented and followed by all staff.
- Ensuring that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of students.
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to students, and that all such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing practices.

6. Effective communication

- Presenting a coherent and accurate account of the school's performance in a form appropriate to a range of audiences including governors, parents/carers, students and other stakeholders.
- Ensuring that parents and carers and students are fully engaged and well informed about all aspects of the school, and in particular about attainment, curriculum, progress and targets for further improvement and the contribution they can make.
- Ensuring that effective communications are developed and maintained within and beyond the school and with its stakeholders.

7. Strengthening the community

- Working effectively and collaboratively with external partners and stakeholders to achieve mutually agreed objectives.
- Developing and encouraging good relationships between the school, partner schools, the local authority, other key stakeholders and the local community to enhance the reputation of the school and the opportunities for its students.
- Building strong and lasting networks of schools and education providers to support outstanding education for students, the highest quality professional learning, and the sharing of the very best practice.
- Developing and reinforcing relationships with partner schools.