



Headteacher:  
Chris Livesey BA(Hons)

## HEADTEACHER JOB DESCRIPTION

**Hours of work:** Full time

**Salary:** L33 to L39 (£90,906.00 to £104,743.00)

**Reports to:** Chair of Governing Body

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### Core Purpose:

- The Headteacher will be responsible for the internal organisation, management and control of the school in accordance with applicable legislation, the policies of the Governing Body (including its annual budget) and the instrument and articles of governance of the school.
- The Headteacher, working with the Governing Body, Senior Leadership Team and school staff, will provide overall strategic leadership for the school. The Headteacher will:
  - Lead, develop and support the direction, vision, values and priorities of the school
  - Develop, implement and evaluate the school's policies, practices and procedures
  - Have overall responsibility and accountability for teaching and learning throughout the school
  - Ensure accurate school self-evaluation to inform school improvement planning
  - Have overall responsibility and accountability for safeguarding and promoting the welfare of students within the school
  - Develop and maintain an ethos in which all individuals feel valued and where personal endeavour and responsibility are embedded within the school and wider community
  - Work in partnership with local schools and in doing so foster a positive two-way supportive relationship
  - Demonstrate an understanding of and commitment to supporting children with SEMH needs (Social Emotional and Mental Health needs)
- The job description should be read in conjunction with the contractual requirements and responsibilities of Headteachers set out in the School Teachers' Pay and Conditions Document.

### Principal accountabilities:

- Fulfil personal responsibilities, and secure compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:
  - Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services
  - Operating clear whistleblowing procedures
  - Sharing information, with other professionals
  - Ensuring there is a designated professional lead for safeguarding
  - Operating safe recruitment practices
  - Ensuring appropriate supervision and support for staff, including undertaking induction, safeguarding training and reviews of practice
  - Establishing, operating and monitoring clear policies for dealing with allegations against people who work with children



## **Qualities and Knowledge:**

You will be expected to:

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the students they serve
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their students and staff, and towards parents, governors and members of the local community
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all students and staff to excel

## **Students and Staff:**

You will be expected to:

- Demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes
- Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and students' well-being
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
- Hold all staff to account for their professional conduct and practice

## **Systems and Process:**

You will be expected to:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity
- Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in school and in the wider society
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice
- Welcome strong governance and actively support the Governing Body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for student, staff and financial performance



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- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of students' achievements and the school's sustainability
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making

### **The Self-Improving School System:**

You will be expected to:

- Create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all students
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all students
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability
- Inspire and influence others - within and beyond school - to believe in the fundamental importance of education in young people's lives and to promote the value of education