



HEAD TEACHER: JOB DESCRIPTION

Position	Headteacher	Salary Scale	L13 – L21
Reporting to	Governing Body		

Main Purpose To provide professional leadership and management for the Federation, ensuring its success and on-going improvement and, above all, securing high quality teaching and learning environments in which every pupil is able to fulfil his/her potential.

Main Tasks

Strategic Development

Provide vision, leadership and direction for the Federation.

- work with the governing body and other key stakeholders to ensure the Federation's vision is clearly articulated, shared, understood and acted upon effectively by all
- work within our communities to translate the Federation's vision into agreed objectives that promote and sustain Federation improvement
- demonstrate the Federation's values in everyday work and practice
- motivate and work with others to create a shared culture and positive environment
- ensure that the strategic planning takes account of the diversity, values and experience of the Federation community
- ensure that change is managed effectively

Leading, Learning and Teaching

Effectively manage teaching and learning, promoting excellence, equality and high expectations of all pupils

- maintain a continuous and consistent Federation-wide focus on pupils' achievement, using data and benchmarks to monitor each child's progress
- ensure that learning is at the centre of strategic planning and resource management
- create a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- demonstrate and articulate high expectations and set stretching targets for the whole Federation community
- establish creative, responsive and effective approaches to teaching and learning
- implement strategies that secure high standards of behaviour and attendance
- determine and implement a diverse, flexible curriculum and implement an effective assessment framework
- challenge underperformance at all levels and ensure effective corrective action and follow-up
- encourage creativity and innovation in the appropriate use of new and emerging technologies to enhance and extend the learning experience of the pupils

- monitor, evaluate and review classroom practice and promote improvement strategies

Self-Development and Working with Others

Manage and develop relationships within, and professional development of, the Federation community.

- regularly review own practice, set personal targets and take responsibility for own personal development
- develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews
- treat people equitably and with dignity and respect to create and maintain a positive Federation culture
- ensure clear delegation of tasks and responsibilities so that teams and individuals undertake effective planning, allocation, support and evaluation of work
- acknowledge responsibilities and celebrate achievements of teams and individuals
- build a collaborative learning culture within the Federation and actively engage with other schools to build effective learning communities
- manage own workload and that of others to allow appropriate work / life balance

Management of the Federation

Deploy resources to achieve the Federation's aims, achieving value for money. Carry out day to day management, organisation and administration.

- create an organisational structure that reflects the Federation's values and enables management processes to work effectively in line with legal requirements
- produce and implement clear, evidence-based improvement plans and policies for the development of the Federation and its facilities
- ensure that policies and practices take account of national and local circumstances, policies and initiatives as appropriate
- manage the Federation's financial resources effectively and efficiently to achieve the Federation's educational goals and priorities
- be proactive in seeking funding sources as appropriate
- recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the Federation's vision and goals
- implement successful performance management processes with all staff
- manage the schools' environments efficiently and effectively to ensure that they meet the needs of the curriculum and health and safety regulations
- ensure that the range, quality and use of all resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money

Accountability

Evaluate Federation performance and identify priorities for continuous improvement.

- fulfil commitments of contractual accountability to the Governing Body
- work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities
- develop a Federation ethos that enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes

- ensure individual staff accountabilities are clearly defined, understood, agreed and subject to rigorous review
- develop and present a coherent and accurate account of the Federation's performance to a range of audiences including governors, parent, and carers
- take account of feedback from others, regularly reflecting on and evaluating policy and practice throughout the Federation community

Strengthening Community

Secure the commitment of the wider community and create a safe and productive learning environment that is engaging and fulfilling for all pupils.

- build a culture and curriculum which takes into account the richness and diversity of the Federation's communities
- ensure learning experiences for pupils are integrated within the wider community and that some of these are community-based
- creates and promotes strategies for dealing with prejudice
- collaborate with other agencies to promote the academic, spiritual, moral, social, physical, emotional and cultural well-being of pupils and families
- create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development
- seek opportunities to invite parents and carers, members of the community, businesses and other organisations to enrich the Federation and its value within the wider community
- use and develop information systems to ensure exemplary communication links with all stakeholders
- co-operate and work with relevant agencies to protect children

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. This job description is based on the DfE, National Standards for Head Teachers. The appointment is subject to the current conditions in the School Teachers' Pay and Conditions as they relate to head teachers.