



# APPOINTMENT OF HEADTEACHER

## JOB DESCRIPTION

**School:** Catherine Junior School

**Leadership spine:** L16 – L22

**Responsible to:** The Governing Body

National Standards for Headteachers

This job description is based on the Department for Education's (DfE) National Standards for Headteachers dated 13 October 2020. The Headteacher will carry out their professional duties in accordance with, and subject to, the National Conditions of Employment for Headteachers and Education and Employment legislation.

### **Main purpose**

The Headteacher will:

Establish and sustain the school's strategic direction and ethos, together with the Governing Body and through consultation with the school community.

Establish and oversee systems, processes and policies so the school can operate effectively

Identify challenges and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context

Ensure these school improvement strategies are effectively implemented

Monitor progress towards achieving the school's aims and objectives

Allocate financial resources appropriately, efficiently and effectively

Work collaboratively and productively with the Governing Body and other schools and agencies within the Local Authority to optimise the performance of the school.

### **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

Serve in the best interests of the school's pupils

### **School culture and behaviour**

The Headteacher will:

Create a culture where pupils experience a positive and enriching school life

Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life

Enable a culture of high professionalism amongst staff

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

### **Teaching, curriculum and assessment**

The Headteacher will:

Ensure that the statutory requirements of the national curriculum are met

Establish a broad, balanced and coherent curriculum to enable pupils to leave the school able to take advantages of opportunities and experiences in later life

Establish and sustain high-quality teaching across all subjects and phases, based on research and evidence

Ensure teaching is underpinned by subject expertise

Effectively use assessment to inform strategy and decisions

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

Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Undertake teaching where necessary

### **Additional and special educational needs and disabilities (SEND)**

The Headteacher will:

Promote a culture and practices that enable all pupils to access the curriculum

Have ambitious expectations for all pupils with disabilities (SEND)

Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate

Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Ensure that the schools policies enable access to learning for all

### **Managing the school**

The Headteacher will:

Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care

Manage staff wellbeing with due attention to workload

Ensure rigorous approaches to identifying, managing and mitigating risk

Operate effective financial management linked directly to delivery of the curriculum in all its forms.

### **Professional development**

The Headteacher will:

Ensure all staff have access to appropriate, high standard professional development opportunities

Keep up to date with developments in education so that the school is able to meet current and future requirements including resources management.

Seek training and continuing professional development to meet needs

Ensure appropriate understanding of legislation relevant to all aspects of school life.

### **Governance, accountability and working in partnership**

The Headteacher will:

Understand and welcome the role of effective governance, including accepting responsibility

Ensure that staff understand and develop 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

Establish constructive relationships within and beyond the school by working alongside the community and parents.

Work successfully with other schools and organisations for mutual benefit and support

Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Attend all termly Governing Body (GB) meetings and advise the GB on policies and their implementation.

### **Other areas of responsibility**

Any other duties which may be required from time to time to meet the required level of provision for the school and commensurate with the role

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

The Headteacher is accountable to the Governor Body represented by the Chair for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE may make.

This job description is subject to annual review.

Headteacher standards – cross referenced above

1. School culture (builds on teachers' standard 1)
2. Teaching (builds on teachers' standards 2 and 4)
3. Curriculum and assessment (builds on teachers' standards 3 and 6)
4. Behaviour (builds on teachers' standard 7)
5. Additional and special educational needs (builds on teachers' standard 5)
6. Professional development (some match to teachers' standard 4)
7. Organisational management
8. School improvement
9. Working in partnership
10. Governance and accountability