



JOB DESCRIPTION

HEADTEACHER: Core job purpose

The core purpose of the Headteacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.

The Headteacher will:

1. Provide vision, leadership and direction

- Ensure that the safeguarding and welfare of pupils and staff is paramount
- Effectively manage learning and teaching within a broad, balanced and creative curriculum
- Promote excellence, equality and the high expectations of all pupils
- Ensure the effective deployment of staff and resources to support the achievement of outstanding pupil outcomes
- Evaluate school performance and identify priorities for continuing improvement
- Ensure that the day to day management of the school is carried out effectively
- Be a role model for all in our community
- Be the Designated Safeguarding Lead of the school
- Maintain and develop a safe and productive learning environment

2. Provide strategic direction and shaping of the future

- Work with the Local Governing Body and the Senior Leadership Team to ensure that the school vision is clearly articulated, shared, understood and acted upon effectively by all
- Work with the school community to translate the vision into agreed objectives and operational plans (the annual School Development Plan) which will promote and sustain school improvement
- Demonstrate the school's vision and values in everyday practice
- Motivate and work with others to create a shared culture and a positive environment
- Be prepared to take an innovative and imaginative approach to achieve best outcomes
- Ensure that strategic planning takes account of the diversity, values and experience of the school and the community
- Lead in formulating, implementing, monitoring and reviewing practice together with the Trust and Local Governing Body
- Provide relevant strategic level information to support the Trust and Governors in meeting their statutory obligations and responsibilities

3. Manage the school

- Lead by example
- Ensure that the safeguarding and welfare of pupils, staff and volunteers at the school is maintained and procedures are compliant with national guidelines
- Work with the School Business Manager and Trust to ensure that the school demonstrates effective financial management
- Work with the School Business Manager and Trust to ensure that the school's physical and human resources are deployed effectively so as to achieve the school's educational goals and comply with Health and Safety Regulations
- Ensure the appropriate and innovative use of funds to secure positive outcomes for disadvantaged and vulnerable pupils
- Ensure that performance management and appraisal processes are implemented and embedded for all staff
- Work in partnership with parents, other professionals and external agencies to support the inclusion of all pupils including SEND and vulnerable groups
- Promote the sharing of best practice across the school, Trust and the wider community



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4. Lead learning and teaching

- Implement strategies that secure high standards of achievement, behaviour and attendance
- Promote a whole school ethos where the children are positively engaged in safe, healthy and enjoyable activities
- Ensure a consistent and continuous focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning
- Set high expectations for quality first teaching
- Ensure that learning is at the centre of strategic planning and resource management enabling accessibility for all pupils
- Ensure a culture and ethos of challenge and support
- Demonstrate and articulate high expectations and set stretching targets for the whole school community
- Determine, organise and implement a diverse, creative and flexible curriculum supported by an effective assessment framework
- Monitor, evaluate and review classroom practice and promote improvement strategies

5. Develop self and work with others

- Treat people fairly, equitably, with dignity and respect in order to create and maintain a positive school culture
- Regularly reflect and review own practice, set personal targets, and take responsibility for own personal development
- Develop and maintain effective strategies and procedures for all staff covering induction, professional development and performance review or appraisal
- Ensure that performance management and appraisal policies are followed
- Promote a culture that values leadership development at all tiers;
- Acknowledge the responsibilities and celebrates the achievements of teams and individuals
- Build on the existing learning culture within the school and work with other settings within The Trust and the locality cluster
- Attend mandatory Trust induction training on Safeguarding and Health and Safety within the first few weeks of taking up the post (these sessions may be delivered outside standard school hours)
- Complete regular (at least annual) training on subjects including safeguarding and DSL supervision

6. Ensure accountability

- Develop and present a coherent, clear and accurate account of the school's performance to a range of audiences, including the Trust, governors, parents and carers
- Develop a school ethos which enables all to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Work with the School Business Manager in preparing an annual schools' budget for approval by the Trust which meets the needs of the pupils and addresses the priorities of the school
- Ensure individual staff accountabilities are clearly defined, understood, agreed and are subject to rigorous review and evaluation

7. Strengthen community

- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievements and personal development
- Seek feedback from pupils, parents and the wider community, and work appropriately with feedback to support future development plans
- Maintain effective liaison with local Preschools, Nurseries and Secondary Schools, supporting transition



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- Ensure learning experiences for pupils are linked into and integrated with the wider community
- Ensure parents and carers are kept informed so that strong chains of communication are maintained

The post holder will report to the CEO / DECO / Chair of the Local Governing Body and is required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

This job description is not a comprehensive list of all tasks that the post holder will carry out. The [Headteacher Standards](#) set out the expectations of the post. The post holder may be required to do other duties appropriate to the level of the role. It may be amended and reviewed at any time following discussion between the CEO and the post holder.