



John Blandy Primary School Headteacher Job Description

The Headteacher is expected to be a visionary leader who continually inspires and motivates colleagues to provide outstanding teaching and learning, and children to love learning and want to fulfil their potential. The Headteacher is required to:

- provide clear vision, leadership and direction to the whole school community.
- be a clear thinker and a good communicator, engendering respect and trust throughout the school, and be able to plan and deliver improvements through effective management and delegation.
- work closely with the Local Governing Body to ensure all children in our inclusive school are eager to learn, reach their full potential, and grow as emotionally intelligent young citizens.
- have high expectations of themselves as well as of colleagues, parents and the pupils, and will show professional accountability as well as deep loyalty to the school.
- be an accomplished and inspiring communicator, but who remains approachable, welcoming and friendly as is appropriate for a school which is held in high esteem and affection by the local community.
- carry out the duties of a headteacher as set out in the *School Teachers' Pay and Conditions Document* and the *National Standards of Excellence for Headteachers*.

KEY ROLES AND RESPONSIBILITIES

Shaping the Future

1. Ensure that the School Ethos and Vision is clearly articulated, understood and acted upon effectively by all members of the school community.
2. Translate the ethos and vision into agreed objectives and deliver on these.
3. Demonstrate the vision and values of the school in everyday work and practice.
4. Motivate and work with others to create a shared culture in a school that prioritises inclusivity, taking risks in learning, and an extended curriculum.
5. Be willing to innovate, take on new challenges and be a leader in the field of education.
6. Be an active participant in the development of the Faringdon Learning Trust MAT and in the achievement of the MAT's key objectives.

Leading Teaching and Learning

7. Model outstanding teaching and learning, and ensure that outstanding academic outcomes, whether curricular or extra-curricular, are at the core of strategic planning, resource management and effective delivery.
8. Continually develop and promote an exciting, balanced, engaging and challenging curriculum that inspires children to develop their own learning to learn skills.
9. Ensure a culture and ethos of challenge and support where all pupils can reach their full potential and maximize their engagement in their learning.
10. Demonstrate and articulate high expectations and set stretching targets for all.
11. Ensure that differentiated learning opportunities and strategies are in place to support those pupils with additional needs (including those with English as an Additional Language, children with learning difficulties and those with emotional and behavioural challenges).
12. Communicate and work closely with families both directly but also via the staff team to ensure that learning is supported at home.
13. Monitor, evaluate and review classroom practice and collaboratively develop improvement strategies.
14. Challenge underperformance at all levels (within the staff team but also by pupils) and ensure effective corrective action.
15. Ensure that the curriculum is regularly reviewed, evaluated and updated, taking account of local and national initiatives, policies and statutes, in cooperation with colleagues, governors and the MAT central staff.
16. Ensure that a broad range of extra-curricular activities flourishes at the school in order to support a diversity of challenge and stimulation for all.
17. Ensure that high standards of behaviour and attendance of the pupils is maintained.

Developing Self and Working with Others

18. Treat people fairly with dignity and respect to maintain the positive school culture.
19. Build a collaborative culture within the school (at all levels – within the staff, between staff and pupils, staff and families, and amongst all families using the school).
20. Actively engage with other schools, especially other schools in the MAT, to improve outcomes for all children across the MAT.
21. Develop and maintain effective strategies and procedures for staff induction, professional development, performance review and staff retention.
22. Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.

- 23. Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- 24. Review annually the professional development of all staff at the school and report progress and actions to the LGB.
- 25. Regularly review own practice, set personal targets and take responsibility for own personal development by participating positively in the arrangements made for the appraisal of headteacher performance.
- 26. Manage own workload and that of others to allow an appropriate work/life balance.

Managing the Organisation

- 27. Ensure that outstanding teaching remains a prime focus by recruiting, developing and nurturing this core value in all teaching and support staff.
- 28. In consultation with the LGB, maintain an organisational structure that reflects the school's vision, values and ethos, and which enables the management systems, structures and process to work effectively in line with legal requirements.
- 29. Work with the MAT central staffs and the LGB to produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- 30. Effectively and efficiently manage the school's financial and human resources, premises and facilities to achieve the school's goals and priorities, and in accordance with the wider governance within the MAT.
- 31. Manage and organise the school infrastructure and environment efficiently and effectively to ensure that it meets the needs of the school including all health and safety regulations.

Securing Accountability

- 32. Ensure that everyone across the school community works collaboratively, shares knowledge, celebrates success and accepts responsibility for outcomes.
- 33. Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- 34. Work with the LGB to provide accurate and up to date information of the school's performance (both achievements and areas for development) to a range of audiences.

Strengthening Community Links

- 35. Promote and engender positive community cohesion especially through strong relationships with the *Friends of John Blandy School* and other volunteers who play such a vital role in the school.
- 36. Collaborate with other schools, especially within the MAT, in order to share expertise, bring positive benefits to the school and ensure a secure and happy transition to the local secondary school.

37. Collaborate, at both strategic and operational levels, with parents, carers and other relevant agencies to secure the well-being of all children at the school.

General

38. The Headteacher will take overall responsibility for the organisation and management of the School in accordance with the Instrument of Government; Statutory provisions; and all relevant policies and procedures.

Pay Range for the Role

39. The post of headteacher at John Blandy Primary School is advertised within the range L14-L20.

40. This job description forms part of the contract of employment of the person appointed to the post. It reflects the current position and, in consultation with the employee, can be reviewed in the future, as appropriate. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Headteachers.