

# Headteacher Job Description

## Job Purpose

The core purpose of the Headteacher is to provide professional leadership and operational management and vision for the school, in order to enthuse and empower staff to work towards the delivery of an "Outstanding" Ofsted judgement within a learning environment in which every child has an equal opportunity to fulfil their potential.

Duties and Responsibilities
To undertake all of the statutory duties and responsibilities associated with the post of a Headteacher linked with National Standards for Head Teachers.
To structure and implement an agreed strategic direction for the School, shaping its future in collaboration with the Governing Body and senior staff.
To be responsible for the effective organisation, leadership and management of staff, including the School Premises Officer and Administrative staff, in addition to the facilitation of successful performance management processes for all.
To lead by example in establishing a culture of continuous development and high performance by encouraging and promoting continuous professional development of all staff.
To lead on Safeguarding in the School and ensure that rigorous recruitment and vetting processes are in place and maintained.
To ensure that the School has sound financial management and has efficient and effective budgetary and administrative procedures.
To inform the school and Governing Body in budget priorities and the impactful use of the school's resources.
To collaborate with other staff to establish and monitor a stimulating and creative curriculum which meets, and goes beyond the statutory requirements, enabling all pupils to fulfil their potential.
To ensure that a robust scheme of assessment is in place to assess pupils' progress and achievement.

To oversee the production of clear and transparent assessment data for pupils which can be used to evaluate the effectiveness of teaching and learning strategies and swiftly address any areas where achievement can be improved.

To maintain a safe working environment for both staff and pupils and ensure activities undertaken are compliant with health and safety legislation, while encompassing best practice in staff and pupil wellbeing.

To create and develop a School in which all members recognise and understand their role in creating a successful school.

To work closely and in partnership with other schools, LA and external advisers and collaborative groups to ensure the growth and development of the School.

To engage with the wider community in order to enrich the lives of our pupils and support a wide and varied range of extracurricular activities such as; environmental and creative clubs along with our partnership with the external After School Club provider.

To oversee the development and monitoring of statutory and appropriate policies and procedures within the School.

To prepare our pupils for the diverse challenges that lie ahead within a rapidly changing world.

To promote an environment where diversity is recognised and valued amongst pupils, parents and staff.

To develop and maintain effective professional relationships with staff, the Governing Body, parents, and other stakeholders.