Head Teacher Job Description

*“From little seeds, do great things grow”*

**Key Purpose**

To provide professional leadership which secures, in consultation with the governing body, the success and improvement of Abercromby Nursery School. To ensure high quality education for our pupils through a safe, inclusive and productive environment.

**Job Description**

**Strategic Direction and Development of the School**

1. To work with the governing body to provide vision, purpose and leadership for the school, and secure effective teaching and successful learning and achievement by pupils.
2. To review and implement the School Development Plan which, through appropriate consultation, identifies appropriate consultation, identifies appropriate targets and priorities for ensuring that pupils achieve high standards and make progress.
3. To ensure school improvement, the achievement of objectives and the educational success of the school.
4. To ensure that the management, finance and administration of the school supports its vision and aims.
5. To monitor, evaluate and review the effectiveness of the school’s policies and priorities.

**Learning and Teaching**

1. To create and maintain an environment which promotes and secures at least good teaching, effective learning, high standards of achievement and good behaviour.
2. To implement, monitor, evaluate and review the curriculum and its assessment in order to identify areas for improvement and set targets for the school and individual pupils.
3. To develop effective links with the community and parents to extend the curriculum and improve pupils’ achievements and personal development.
4. To promote respect and understanding of diverse cultures, languages and ethnic groups, including faith groups.

**Leading and Managing Staff**

1. To lead, motivate, support, challenge and develop staff to secure improvement.
2. To ensure that effective working relationships are formed between staff and between staff, pupils, parents and the wider community.
3. To implement and sustain effective systems for the review and performance and management of staff.
4. To motivate and enable teachers to develop expertise in their respective roles through high quality Professional Development.
5. To ensure that the professional duties of staff are fulfilled as specified in the current School Teachers Pay and Conditions Document.

**Efficient and Effective Deployment of Staff and Resources**

1. To deploy staff and resources efficiently and effectively in line with the objectives in the School Development Plan and within the school budget.
2. To ensure effective administration and control.
3. To manage and organise accommodation efficiently and effectively to meet the needs of the curriculum and health and safety regulations.
4. To manage, monitor and review the use of available resources to improve the quality of education and secure value for money.

**Accountability**

1. To provide information, advice and support to the governing body to enable it to meet its responsibility for securing effective learning and teaching and improved standards of achievement and value for money.
2. To present an account of the school’s performance in a form appropriate to a range of audiences, including governors, parents, the local community and Ofsted.
3. To ensure that parents and pupils are well informed about the curriculum and targets for improvement.

**Strengthening the Community**

1. To engage with all stakeholders to ensure community cohesion.
2. To collaborate with other nursery schools, schools and PVI settings to share expertise and improve outcomes for young learners across the city.
3. To build a school culture and curriculum which takes account of the richness and diversity of the school’s communities.
4. To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of pupils and their families.
5. To seek opportunities to invite parents and carers, community figures, businesses and other organisations into the school to enhance and enrich the school and its value to the wider community.
6. A commitment to safeguarding and promoting the welfare of children.

**Other Duties**

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility at the time of writing and the post holder would be expected to undertake any other reasonable duties, commensurate with the post that may be required from time to time.

**Note:** The Governing Body expects all employees to have a full commitment to the Local Authority’s Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with the policy and promote equality and inclusion to ensure that discrimination is eliminated within the service to pupils, their parents and carers.

**Safeguarding statement**

Our school is committed to safeguarding children and promoting children’s welfare. We expect all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment

Appointment to this role will be subject to all the appropriate and successful employment checks; including Enhanced DBS check and references.

**Review of the Job Description**

The job description will be reviewed annually. It can be amended as circumstances deem necessary and following reasonable negotiation, at the request of Line managers the or Post Holder.

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