

HEADTEACHER: LEADERSHIP SCALE 8–14**ROLES & RESPONSIBILITIES**

This job description should be read alongside the current School Teachers' Pay and Conditions Document, the National Professional Standards for Teachers, and the latest safeguarding and child protection guidance. Relevant school and trust policies and procedures will also apply.

Purpose of post

To provide ambitious, values-led leadership for Ewyas Harold Primary School, ensuring that every member of the school community is supported to reach their full potential academically, socially and emotionally.

The headteacher will lead and manage the school by:

- Shaping and leading the school's vision and strategic direction in partnership with the governing body/MAT trustees
- Ensuring the effective day-to-day running of the school, including prudent strategic financial management
- Acting as a visible role model for professional conduct and as the public face of the school
- Modelling high standards of classroom practice, professional conduct and a positive culture
- Leading safeguarding and promoting children's welfare, personal wellbeing and care
- Ensuring statutory compliance, accountability for pupil outcomes, and appropriate reporting to external agencies
- Reporting regularly to governors/MAT trustees and building effective partnerships with staff, parents, carers and the local community
- Encouraging collaboration and the sharing of resources and best practice with local schools and other schools within the MAT
- Ensuring compliance with legislation relating to curriculum, safeguarding, equal opportunities, data protection/GDPR, health and safety, SEND Code of Practice and other mandatory regulations
- Ensuring that all adults within the school consistently model and teach behaviours aligned with the school's ethos and values

Key Accountabilities**Strategic Direction and Development**

- Lead and develop a positive ethos of ambition, inclusion and success for staff and pupils across the school
- Develop and maintain a broad, balanced and ambitious curriculum that enthuses, engages and educates children effectively for the 21st century
- Maintain a safe, secure and purposeful learning environment for pupils and staff
- Use data effectively to monitor pupil performance, set appropriate targets and track progress with class teachers
- Ensure effective day-to-day management by leading key areas of responsibility and communicating clearly with pupils, staff, governors, MAT trustees, parents and carers
- Lead the formulation, monitoring, evaluation and implementation of the School Improvement Plan and SEF
- Manage the school budget effectively to ensure best value and support strategic priorities
- Advise and support the governing body/MAT trustees in the exercise of their functions, including attendance at meetings and preparation of reports
- Develop, implement, monitor and evaluate school policies and practices, actively promoting the aims and values of the school
- Undertake appropriate professional development and ensure that teachers and staff have access to relevant advice and training

Leadership and Management

- Inspire, challenge, motivate and empower others to achieve ambitious outcomes

- Maintain a clear overview of pupil progress and lead a positive learning environment where pupils contribute, learn and thrive
- Establish clear expectations and constructive working relationships with parents, carers and staff to support pupil progress, behaviour and effective communication
- Maintain high expectations of staff, address underperformance appropriately, provide support where necessary and ensure effective performance management
- Demonstrate the highest professional standards in all aspects of leadership and management
- Develop and promote strong partnerships with parents, carers, staff and pupils, supporting confidence in the school's achievement, teaching, behaviour and safety
- Ensure effective arrangements for the security and supervision of the school buildings, contents and grounds
- Arrange suitable cover for the headteacher's functions when absent from the school

Learning and Teaching

- Model consistently strong teaching and promote high expectations for classroom practice
- Encourage innovation, independent learning, new initiatives and the effective use of technology
- Work with staff to ensure a coordinated, coherent curriculum that achieves the best possible outcomes for all pupils
- Use information on pupil progress to improve teaching and learning, motivate pupils, inform parents and carers, and support governors/MAT trustees in their oversight role
- Use data to monitor and develop learning and teaching and support the school's commitment to continuous improvement
- Maintain a relentless focus on outcomes and standards through lesson observations, focused themes, data coordination and regular reporting
- Coordinate, monitor and review interventions for Pupil Premium pupils to ensure they make progress in line with, or better than, their peers
- Promote enthusiasm, participation and commitment to learning among all pupils
- Ensure high standards of behaviour and attendance through a consistent, fair and respectful approach based on positive values and self-regulation
- Participate in teaching pupils at the school, including providing cover for absent teachers, where appropriate and having regard to the headteacher's wider duties

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbs-filtering-guidance>.

This job description only contains the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Ewyas Harold Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.