



## **JOB DESCRIPTION**

Job Title: Head Teacher

Responsible to: The Governing Body

---

Little Houghton CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The Head Teacher will carry out their professional duties in accordance with and subject to the National Conditions of Employment for Headteachers and the School Government Regulations.

The Headteacher will be responsible to the Governors for the conduct, management and administration of the School, subject to any policies which the Department for Education and employment and the Governors may make. The job description is subject to review by Governors.

### **Responsibilities of the Head Teacher**

#### **1. Teaching**

- 1.1. Participate, to such an extent as may be appropriate having regard to other duties, in the teaching of pupils at the school, including the provision of cover for absent teachers.

#### **2. Management of Pupils' Attainment and Progress**

- 2.1. Determine, implement and monitor systems for monitoring and improving pupils' attainment and progress.
- 2.2. Determine and implement standards of behaviour and discipline.

#### **3. Management of Staff**

- 3.1. Ensure high standards of teaching.
- 3.2. Lead, motivate, deploy and manage staff.
- 3.3. Establish an appropriate staff structure and define staff tasks, responsibilities and job descriptions.
- 3.4. Participate in and advise Governors on the selection and appointment of high quality staff.
- 3.5. Develop and implement policy and procedures for staff development, appraisal and support.

#### **4. Management of Curriculum**

- 4.1. Determine, implement and review the curriculum to ensure breadth, balance and relevance to all pupils whatever their abilities, aptitudes and needs.

#### **5. Financial Management**

- 5.1. Take overall responsibility for the management of all the school's financial resources.
- 5.2. Determine short, medium and long term priorities for the school having regard to any financial implications and the ability to meet these from foreseen income.

#### **6. Management of Resources and Premises**

- 6.1. Ensure the development, maintenance, security and safety of the school buildings, grounds and equipment.

#### **7. Communication**

- 7.1. To play a full and active part in the life of the school, supporting the school's mission and ethos and to encourage staff and pupils to follow this example
- 7.2. Establish and maintain communication with employers and links with supporting external agencies and the media.
- 7.3. Represent the School to other groups and the local community.
- 7.4. Support and encourage the involvement of parents in the life and work of the school through the medium of the Parent Teacher Association and by other appropriate means.
- 7.5. Promote links with local primary schools and secondary Headteachers.
- 7.6. Maintain the relationship with the Rural Schools Network.

#### **8. Governance and Strategic Function**

- 8.1. Advise and assist the Governing Body in the exercise of its functions.
- 8.2. Develop and sustain effective relationships with the Governing Body, in particular the Chair of Governors, to ensure effective governance of the school.
- 8.3. Draft the School Development Plan for consideration by the Governing Body and implement the same once it is approved.

#### **9. Other**

- 9.1. Undertake any other reasonable requests or responsibilities as requested by the Governors, Diocese or Local Authority from time to time