 **Head Teacher Job Description**

This School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

**Job Details**

**Salary:** Leadership Range of L25 – L31 (£76,141 to £88,187)

**Contract type:** Full time, permanent

**Reporting to:** Board of Governors

**Responsible for:** All School Staff

# Main purpose

The Head Teacher will:

* Establish and sustain the school’s ethos and strategic direction together with the governing board and through consultation with the school community
* Establish and oversee systems, processes and policies so the school can operate effectively
* Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school’s context
* Make sure these school improvement strategies are effectively implemented
* Monitor progress towards achieving the school’s aims and objectives
* Allocate financial resources appropriately, efficiently and effectively
* Fulfil all other aspects of the Head Teacher Standards 2020

# Qualities

The Head Teacher will:

* Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
* Build positive and respectful relationships across the school community
* Serve in the best interests of the school’s pupils
* Work with and through others to secure the commitment of the wider community to develop the school and maintain effective partnerships with other schools and other services and agencies.
* Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
* Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
* Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
* Work with political and financial astuteness, within a clear set of principles centred on the school’s vision, ably translating local and national policy into the school’s context.
* Communicate compellingly the school’s vision and drive the strategic leadership, empowering all pupils and staff to excel.

# Duties and responsibilities

School culture and behaviour

The Head Teacher will:

* Create a culture where pupils and staff experience a positive and enriching school life
* Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
* Ensure a culture of staff professionalism
* Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their life skills and behaviour in school and in the wider community
* Use consistent and fair approaches to managing behaviour, in line with the school’s behaviour policy

Teaching, curriculum and assessment

The Head Teacher will:

* Establish and sustain high-quality teaching across all relevant subjects and phases, based on evidence and data
* Ensure teaching is underpinned by subject expertise
* Effectively use formative assessment to inform strategy and decisions
* Ensure the teaching of a broad, structured and coherent curriculum for the whole of the 2-19 age range
* Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
* Use valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum
* Effectively use the pupil premium grant and other grants to maximise the learning for the target cohort
* Have ambitious expectations and ensure that achievement is valued and recognised for all pupils
* Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate

Managing the school

The Head Teacher will:

* Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care
* Manage staff well with due attention to workload
* Ensure rigorous approaches to identifying, managing and mitigating risk
* prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
* establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently

Professional development

The Head Teacher will:

* Ensure staff have access to appropriate, high standard professional development opportunities
* Keep up to date with developments in education
* Seek training and continuing professional development to meet needs
* Ensure staff training is linked to the school development plan and monitor the impact of training in raising standards of teaching

Governance, accountability and working in partnership

The Head Teacher will:

* Understand and welcome the role of effective governance, including relishing responsibility
* Ensure that staff understand their professional responsibilities and are held to account
* Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
* Work successfully with other schools and organisations
* Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Continuous School Improvement

The Head Teacher will:

* Make effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness and identify priority areas for improvement.
* Develop appropriate evidence-informed strategies for improvement as part of well targeted plans which are realistic, timely, appropriate sequenced and suited to the school’s context.
* Ensure careful and effective implementation of improvement strategies which lead to sustained school improvement over time.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head Teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

# Person specification

Evidence : A = Application; I = Interview; R = Reference, T = Task

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| --- | --- | --- | --- |
| criteria | qualities | EssentiaL or desirable | EVIDENCE |
| **Qualifications and training** | Qualified teacher status  | E | A |
| Degree | E | A |
| National professional qualification for headship (NPQH) | D | A |
| An additional or advanced qualification in Special Educational Needs and Disability | D | A |
| Relevant CPD during last 3 years | E | A |
| **Experience** | Recent successful leadership experience as Head Teacher, Deputy Head Teacher or Assistant Head Teacher | E | A, I, R |
| An excellent practitioner with a proven track record of at least good teaching | E | A, R |
| Planning, implementing, monitoring and evaluating school improvement | E | A, I, R |
| Demonstrable experience of successful line management and staff development | E | A, I, R |
| Effective monitoring and evaluation of teaching and learning | E | A, , T |
| Leading curriculum development and innovation | E | A, I |
| Experience in undertaking performance management and supporting CPD of colleagues | E | A, I |
| An ability to lead a school during an Ofsted inspection | D | A, I |
| Working with pupils who have special educational needs, behavioural, emotional and social difficulties | E | A, I, R |
| Managing or contributing to the management of a school budget | E | A, I |
| Liaising with external agencies, other schools, parents, carers and governors to improve learning | E | A, I |
| Improving pupil outcomes | E | A,I |
| **Skills and knowledge** | Data analysis skills, and the ability to use data to set targets and identify weaknesses | E | A, T |
| Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve | E | A, I,  |
| Effective communication and interpersonal skills | E | A, I, T  |
| Ability to communicate a vision and inspire others | E | T, I,  |
| Ability to lead and motivate staff and students | E | A, I,  |
| Ability to build and maintain effective working relationships | E | T, I,  |
| Ability to organise work, prioritise tasks, make decisions and manage time effectively | E | T |
| Ability to delegate work and support staff in undertaking their responsibilities | E | A, I |
| Ability to manage change | E | A, I |
| Contributing to the school finances and financial management | E | A, I  |
| Understanding School finances and financial management | D | A, I |
| Knowledge of Ofsted’s Common Inspection Framework | E | A, I |
| Knowledge of relevant SEND and Safeguarding legislation | E | A, I |
| **Core Behaviours** | **Excellence -** With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a ‘can do’ attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers. | E | A, I |
| **Simplicity -** You actively seek ways to prevent over complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.  | E | A, I |
| **Trust and Respect -**You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.  | E | A, I |
| **Working Together -** You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve. | E | A, I, T |
| **Responsibility -** You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions. | E | I |
| **Leadership -** Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential | E | A, I |

# Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 15th March 2021