

Oxspring Primary School, Sheffield Road, Oxspring, Sheffield, S36 8YW

**Job description Headteacher**

Salary scale L12-18

ISR: Group 1

Start date: September 2023

# Purpose of the post

To provide professional leadership with integrity, energy and enthusiasm, which secures high achievement for every child that attends our school. Our ambition is that every child reaches their full potential; this will be achieved through the highest level of teaching and leadership, whilst promoting the welfare of children through safeguarding.

**Responsible to**

The Governing Body of the school.

# Responsible for

The leadership of teaching and learning, safeguarding and promoting the welfare of children and ensuring financial efficiencies.

# Employment duties

To be performed in accordance with the provisions of the School Teachers’ Pay and Conditions Document and within the range of teachers’ duties set out in that document.

# Shaping the future

To work closely with the Governing Body and others to articulate a shared vision and strategic plan, focused on excellence in education for all its pupils, which inspires and motivates pupils, staff and all other members of the school community.

* Ensures the school vision is clearly articulated, shared, understood and acted upon effectively by all.
* Works with the school and community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
* Motivates and works with others to build a positive culture and strive for the very best for the children.

# Leading teaching and learning

Responsibility for raising the quality of teaching and learning and for pupils’ achievements within a successful learning culture.

* The skills and vision to support continuous school improvement
* Demonstrate personal enthusiasm for and commitment to the learning process, including the principles and practice of effective teaching and learning
* The ability to access, analyse and interpret information
* Adopt a confident and challenging approach to local and national changes in education and develop relevant strategies for performance improvement
* Acknowledge excellence and challenge poor performance across the school

# Developing self and working with others

To develop effective relationships and communication which underpin a professional learning community that enables everyone in the school to achieve.

* Demonstrate good interpersonal skills
* Foster an open, fair, equitable culture and manage conflict
* Develop, empower and sustain individuals and teams within the school
* Collaborate and work with others within and beyond the school
* Challenge, motivate and influence others to achieve high performance
* Give and receive effective feedback and act to improve personal performance
* Accept support from others including colleagues, governors, and the Local Authority

# Managing the organisation

* Provide effective organisation and management of the school, including sound financial management and seek ways of improving organisational structures and functions based on rigorous self-evaluation
* Ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. This includes adhering to safe employment procedures which place the safety of children and young people at the heart of all practices.

# To build a successful organisation through effective collaboration with others

* Establish and sustain appropriate structures and systems
* Manage the school efficiently and effectively on a day-to-day basis
* Delegate, management tasks and monitor their implementation
* The ability to prioritise, plan and organise themselves and others
* Make professional, managerial and organisational evidence-based decisions to make informed judgements
* Think creatively to anticipate and solve problems

# Securing accountability

The Headteacher is legally and contractually accountable to the Governing Body for the school, its environment and all its work. The Headteacher also must fulfil the wider accountabilities in relation to pupils, parents, carers, the Local Authority, and other relevant groups.

* Demonstrate political insight and anticipate trends
* Engage in the systematic and rigorous self-evaluation of the work of the school and work closely with the Governing Body to ensure that effective school self-evaluation informs school improvement priorities
* Collect and use a rich set of data to understand the strengths and weaknesses of the school
* Combine the outcomes of regular school self-review with external evaluations in order to develop the school

# Strengthening community

The Headteacher will engage with the internal and external school community to secure equity and entitlement. This includes collaborating with other schools and with parents and carers and other agencies for the wellbeing of all children and developing extended services to meet the needs of the community.

* Recognise and take account of the richness and diversity of the school’s communities
* Engage in a dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities
* Listen to, reflect and act on community feedback
* Build and maintain effective relationships with parents/carers, partners and the community to enhance the education of all pupils

# Safeguarding and promoting the welfare of children

* To have substantial knowledge and effective experience of addressing all safeguarding issues and ensure that safeguarding is embodied within the school culture
* Have knowledge and understanding of statutory requirements to keep all our children and adults that are part of our community safe
* Identify key features of staff recruitment and comply with safer recruitment procedures
* Develop and introduce policies and practices that minimise opportunities for abuse or ensure its prompt reporting