Headteacher Job Description

Ethics and professional conduct

The Headteacher will demonstrate consistently high standards of principled and professional conduct. The Headteacher will meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them. The Headteacher will uphold and demonstrate the seven Nolan principles of public life.

The Headteacher will:

- Demonstrate a clear vision in maintaining and developing our school in partnership with the staff, governors, parents and the local authority
- Lead, manage and motivate staff and pupils
- Understand and be able to model exceptional teaching practice, inspiring and supporting others to improve
- Maintain and develop a collaborative partnership with local school and networks
- Raise standards of attainment and achievement for all pupils
- Demonstrate excellent interpersonal skills
- Understand the importance of our school being at the heart of the community
- Be committed to supporting a culture of inclusivity throughout the school
- Ensure the efficient and effective management of the budget and all resources within the school
- Demonstrate a proven track record in school leadership, management and school improvement

Key Areas of Responsibility

1. Safeguarding and Safer Recruitment

The Headteacher establishes and ensures a safe and secure environment for learning. They will demonstrate a commitment to safeguarding and promoting the welfare of children and young people and are expected to hold all staff, volunteers and governors accountable for their contribution to safeguarding regulations.

The Headteacher will:

- Take on the role of Designated Safeguarding Lead within the school ensuring that the welfare of children and young people is the priority at all times.
- Ensure that all child protection cases are dealt with swiftly and effectively following the correct processes and procedures internally and externally.

- Ensure that a safeguarding culture of vigilance is embedded in every aspect of school life. Ensure that all policies and processes relating to safeguarding are implemented across the whole workforce.
- Ensure that all staff's knowledge and understanding of safeguarding and their responsibilities are updated at least annually and on induction.
- Implement new systems and processes in response to any updated school legislative guidance/statutory information that is released.

2. School Culture

Working with the Governing Body, the Local Authority and the wider community, the Headteacher will review and develop the vision and strategic plan, which inspires and motivates children, staff and all other members of the school community.

In addition to the vision and values, the strategic planning process is critical to sustaining school improvement and ensuring that the School moves forward for the benefit of its children, providing an excellent education for all the children it serves.

The Headteacher will:

- Review, develop and sustain the school's values, ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.
- Create a culture where children experience a positive and enriching school life.
- Uphold ambitious educational standards which prepare children from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community and a safe and inclusive environment.
- Ensure a highly professional culture amongst staff.

3. Teaching and Learning

The Headteacher has central responsibility for raising the quality of teaching and learning. This involves high expectations, maintaining and evaluating outcomes and establishing a successful learning culture which will enable children to become effective, enthusiastic, independent learners, committed to life-long learning.

The Headteacher will:

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how children learn.
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
- Ensure effective use is made of formative assessment.

4. Curriculum and Assessment

The Headteacher will:

- Ensure a consistent and continuous school-wide focus on children's achievement, using data and benchmarks to monitor progress in learning and using a robust system of assessment of pupil achievement to set ambitious but realistic targets for all children.
- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- Ensure that all children are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics.
- Ensure valid, reliable and proportionate approaches are used when assessing children's knowledge and understanding of the curriculum.
- Ensure the provision of extra-curricular opportunities for all children.

5. Behaviour

The Headteacher is responsible for a Behaviour Policy that reflects the school's ethos. They will provide a safe and calm environment for all children and staff, focused on safeguarding children and developing their appropriate behaviour in school and wider society.

The Headteacher will:

- Establish and sustain high expectations of behaviour for all children, built upon relationships, rules and routines, which are understood clearly by all staff, children and parents.
- Ensure high standards of behaviour and courteous conduct in accordance with the school's behaviour policy.
- Implement consistent, fair and respectful approaches to managing behaviour.
- Ensure that adults within the school, model and teach the behaviour of a good citizen.

6. Additional and Special Needs and Disabilities

The Headteacher takes responsibility for a professional community which enables all children to flourish. The Headteacher ensures that the curriculum is accessible and relevant to all children.

The Headteacher will:

- Ensure the school holds ambitious expectations for all children with additional and special educational needs and disabilities.
- Establish and sustain a culture and practices that enable children to access the curriculum and learn effectively.

- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of children, providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

7. Professional Development

Effective communication and relationships are key to effective Headship. The Headteacher needs to build a professional learning community which enables all to flourish. They need to manage the complexity of a school team and be committed to their continuing professional development as a school leader.

The Headteacher will:

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development.
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

8. Organisational Management

The Headteacher provides effective management of the School and continuously seeks to improve organisational structures based on self-evaluation. The Headteacher leads by example, modelling the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for all staff.

The Headteacher will:

- Ensure that the school's ethos and commitment to vision and values are evidenced in how all work and learn.
- Create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Prioritise the protection and safety of children and staff through effective approaches to safeguarding as set out in the latest legislation guidance including 'Keeping Children Safe in Education (2022)'.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Ensure staff are deployed and managed well with due attention paid to workload.
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently.
- Ensure rigorous approaches to identifying, managing and mitigating risk.

9. Continuous School Improvement

Working with the Governing Body, the Local Authority and other leaders the Headteacher will review and develop a vision and strategic plan which inspires and motivates children, staff and all other members of the school community. The strategic planning process is critical to sustaining school improvement and ensuring that the School moves forward for the benefit of all its children.

The Headteacher will:

- Make use of 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, appropriately sequenced and suited to the school's context.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

Signature of Chair of Governors.....Date:

Signature of Postholder.....Date: