



**Headteacher Job Description**

**Leadership range** L15-21

**Responsible to** The Governing Body

**Date Effective** 1st September 2024

*This job description references the Headteachers’ Standards published in October 2020. In addition Headteachers are expected to meet the Teachers’ Standards.*

Employees of All Saints CE Primary School have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

**Purpose of the Job:**

Working with the governing body, senior leadership team and school staff, the Head teacher will develop and lead the strategic vision for the school. Through ambitious and clear leadership the Head teacher will promote high standards giving all members of the school community the opportunity to shine and reach their full potential.

To maintain, through spiritual and inspirational leadership, the Christian ethos and culture of this Church school, securing its aims with all members of the school community and ensuring an environment, by example and influence, for teaching and learning that empowers both pupils and staff to achieve their highest potential.

The Head teacher is the strategic lead professional at All Saints CE Primary School, with the responsibility for internal organisation, management and control of the school in accordance with all applicable legislation.

**Main duties and responsibilities:**

* To be the lead professional and positive role model working to an agreed vision and strategic plan which inspires and motivates pupils, staff and all other members within our school community.
* To have a direct impact on raising achievement for all children through uncompromising high standards and expectations.
* To lead by example in determining the conduct and practice of staff to the highest standard.
* To uphold and promote the school’s values, which will be evident throughout the school, providing a caring, nurturing and inclusive ethos where all feel welcome, valued, respected and empowered.
* To actively promote and maintain the Christian ethos of the school within a multi-faith context, working with our Church
* To ensure a climate in the school which enables all pupils to display exemplary behaviour.
* To be a positive role model in helping others recognise and celebrate difference and respect cultural diversity.
* To lead the implementation of the curriculum, monitoring and evaluating its effectiveness on improving outcomes for all pupils.
* Maintain wide, current knowledge and understanding of education and school systems, and actively pursue continuous professional development.
* To be one of the lead designated safeguarding professionals in the school.

**Behaviours and Values:**

* Hold and articulate clear values and moral purpose, focused on providing the highest quality of education for the pupils who will be served by All Saints CE Primary School.
* Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, parents, staff, governors and the local community.
* Be a role model, within school and the wider community, leading with integrity, sensitivity, resilience, and clarity - drawing on your own expertise and skills, and of those around you.
* 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.

**Pupils and Staff:**

* Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils’ outcomes.
* Promote a culture of care for all with a focus on pupil and staff wellbeing.
* Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities.
* Create an ethos within which all staff are motivated and supported to develop their own skills and expertise in order to share best practice within and between schools.
* Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
* Hold all staff to account for their professional conduct and practice.

**Systems and Process:**

* Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
* Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
* Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
* Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Head teacher to account for pupil, staff and financial performance.
* Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils’ achievements and the school’s sustainability, therefore ensuring best value.
* Distribute leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

**The Self-improving School System:**

* Create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
* Develop effective relationships with fellow professionals and colleagues in other public services, to improve academic and social outcomes for all pupils.
* Shape the current and future quality of teaching through high quality training and sustained professional development for all staff.
* Inspire and influence others, within and beyond school, to believe in the fundamental importance of education in young people’s lives and to promote the value of education to them and their families.

The post-holder will be required to undertake any other duties of an equal nature appropriate to the post as determined by the Governing Body.

This job description may be amended at any time after discussion with the Governing Body, but in any case, will be reviewed each academic year.