

## Ashmead Primary School Headteacher Job description

### **Purpose**

- To establish the school's ethos and vision and set the strategic direction of the school (together with the governing board) taking account of the views of the school community
- Establish and oversee systems, processes and policies so the school operates effectively, efficiently and safely (both in regards to safeguarding and also regarding the school's health and safety responsibilities)
- To lead a robust process of self-evaluation that identifies the most important areas for development and feeds these into a school improvement plan that is ambitious, realistic, timely and suited to our context
- Lead the budget-setting and monitoring process so that financial resources are allocated appropriately, efficiently and effectively

### **School culture, behaviour and safeguarding**

- Be strongly committed to safeguarding and promoting the welfare of children
- Maintaining a strong safeguarding culture within the school, supported by regular and effective professional development that reflects the latest guidance
- Create a culture where children experience school as a safe, secure and stimulating place where all are included
- To create a positive ethos in the school where individuals feel valued
- Uphold ambitious educational standards so that children from all backgrounds thrive and achieve
- Lead a culture where staff have high expectations and are committed to developing professionally and know their well-being is valued; where staff feel supported to develop and are valued as individuals
- To foster and promote a sense of community within the school, including relationships with all pupils and parents/ carers/guardians, and to further develop the strong links between the school and its wider community.
- Ensure behaviour is strong due to children's behaviour being managed with warmth, with positive relationships being emphasised alongside clarity of behaviour expectations

### **Governance and accountability**

- To be accountable to the governing body and the Local Authority for the overall performance of the school and its day to day operation
- Ensure that staff understand their professional responsibilities and are set appropriate targets
- Ensure the school meets all statutory duties

### **Strategy, leadership and management**

- To have a clear vision and high aspirations for the school and be able to motivate and empower others to take that vision forwards.
- To ensure the school improvement plan is appropriately focused on actions that maximise strong outcomes: children achieving highly across the curriculum alongside them being safe, behaving well and having strong well-being
- To implement the school improvement plan effectively, balancing the need to persist with agreed targets against the need for flexibility when needed

- To ensure the school has a high quality physical and learning environment
- To ensure the premises fulfil all responsibilities regarding health and safety, e.g. regular fire alarm tests
- To ensure all staff understand the mission, values and ethos of the school, its current aims and objectives and their role in making sure they are fulfilled
- To develop, support and encourage staff to achieve the highest professional standards while supporting them and holding them to account through effective professional development
- To maintain an open and effective professional dialogue within the school, helping to raise staff morale and ensure staff wellbeing

### **Teaching, curriculum, assessment and professional development**

- To implement and develop the whole curriculum agreed with the governing body.
- To develop, monitor, evaluate and improve the quality of teaching for all pupils
- Ensure effective leadership of the curriculum
- Use valid, reliable and proportionate approaches to assessing children's knowledge and understanding of the taught curriculum
- To ensure challenging and motivating targets are set, to improve achievement for individual pupils and the school.
- To harness the creative opportunities and expand the greater depth potential.
- Ensure staff have access to high quality professional development that draws on in-house expertise and a sound evidence base

### **Inclusion**

- To have ambitious expectations for all children with SEND
- To promote a culture that ensures children with SEND are enabled to access the curriculum
- To make sure the school works effectively with class teachers, parents, carers and professionals to identify additional needs and provide appropriate support and adaptations

### **Interpersonal Skills**

- To develop a warm and flexible leadership and management style that is consistent with the ethos and culture of the school.
- To exhibit excellent communication skills including clarity, warmth and openness.
- To be professional, passionate, supportive, innovative, practical and ambitious for the school

### **Strengthening Community**

- To be able to build a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- To create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- To ensure learning experiences for pupils are linked into and integrated with the wider community.
- To ensure a range of community-based learning experiences.

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

