

Astley C.E. Primary School

Role Profile

Headteacher



Responsible to: The Governing Body, Local Authority and Diocese
Responsible for: All staff, volunteers and children within the school

Job Purpose

- To carry out the duties of the Headteacher as set out in the current School Teachers' Pay & Conditions Document.
- To provide effective and positive leadership and management.
- To develop the strategic vision enabling the school to give every pupil high quality education which promotes the highest possible standards of pupil achievement.

Accountabilities

Creating the future –

- Create and communicate a shared vision which expresses core values and moral purpose
- Motivate others to create a shared learning culture and positive climate
- Model and daily live out the values and visions of the school
- Translate the vision into agreed objectives and operational plans

Leading, teaching and learning -

- Demonstrate the principles and practise of effective teaching and learning
- Ensure learning is at the centre of strategic planning and resource management
- Ensure a continuous and consistent school wide focus on pupils' achievement, using assessment, self-evaluation and moderation evidence to monitor progress
- Establish creative, responsive and effective approaches to learning and teaching
- Set high expectations and stretching targets for the whole school community
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Challenge under performance at all levels and ensure corrective action
- Build a collaborative learning culture actively engaging with professional development in and out of school to ensure that teaching and learning is always improving

Developing self and working with others-

- Treat all people fairly, equitably and with dignity
- Manage conflict effectively seeking positive outcomes
- Have regard for the well-being of him/herself and others, managing his/her workload to promote a healthy work life balance and enabling others to do the same
- Develop and maintain a culture of high expectations for self and others and a focus on celebrating achievements and success
- Regularly review own practice, set personal targets and take responsibility for own development
- Give and accept support from colleagues, governors, the Local Authority and the Diocese
- Develop and maintain effective strategies and procedures for staff induction and professional development

- Ensure effective operational planning, allocation of tasks and responsibilities, support and evaluation of work of individuals and the different teams within school

Managing the school community-

- Create an organisational structure which reflects the schools values and enables effective and efficient operations
- Produce and implement improvement plans and policies
- Manage the schools' human, financial and physical resources effectively
- To lead on the recruitment, retention and deployment of staff appropriately
- Monitor use of resources to ensure value for money
- To ensure effective cover for absent staff

Ensuring accountability-

- Develop a school ethos which enables everyone to work collaboratively
- Ensure individual staff accountabilities are clearly defined, understood and agreed
- Work with the governing body, the Local Authority and the Diocesan Board of Education to enable them to meet their statutory responsibilities

Strengthening the community-

- Ensure a range of community based learning experiences
- Work in partnership with other agencies to ensure pupil and community needs are met
- Create and promote positive strategies for challenging prejudice

Safeguarding-

- To be the Designated Safeguarding Lead
- To ensure the implementation of effective procedures and training across the school
- To ensure the day to day safety of the children and adults using the school site
- To monitor and keep records of any reported safeguarding incidents and pass on information to relevant third parties where appropriate

Knowledge and Skills

The Headteacher should aspire to fulfil the National Standards of Excellence for Headteachers (2015). They should demonstrate their knowledge and understanding of –

- Statutory education frameworks
- Ways to build, communicate and implement a shared vision
- Strategic planning processes
- Leading change, creativity and innovation
- New technologies, their use and impact
- Strategies for communication, both within and beyond the school
- Strategies for raising achievement and achieving excellence
- Models of learning and teaching
- Models of behaviours
- Strategies for ensuring inclusion, diversity and access
- Curriculum design and management
- Schools self evaluation process
- Strategies to promote individual, team and organisational development

- Building and sustaining a learning community
- The impact of change on organisation and individuals
- Personnel, governance, security and access issues relating to the diverse use of school facilities
- Legal issues relating to managing a school, including equal opportunities, race relations, disability, human rights and employment legislation
- The use of a range of tools and evidence, including performance data, to support monitor, evaluate and improve aspects of school life, including challenging poor performance
- The wider curriculum beyond school and the opportunities it provides for pupils and the school community
- Models of school, home, community and business partnerships
- The work of other agencies and opportunities for collaboration
- Strategies which encourage parents and carers to support their children's learning
- Develop professional relationships to ensure others engage positively with school

Teaching Duties

Prepare and teach lessons to a high standard to the pupils assigned to him/her

- Following designated programmes of study
- Carrying out necessary assessments
- Providing information/comments for record
- Monitoring pupils in accordance with agreed school strategy
- To set homework in accordance with agreed school policy

Contribute to the corporate tasks of development, record keeping, evaluation of lessons and maintenance of materials.

Work closely and consult with other teachers and other adults to ensure continuity and progression for pupils.

Engage in continuous professional self development in relevant areas.

Participate and follow all school policies.

The Head Teacher should demonstrate their knowledge and understanding of

- Principles and practices of effective teaching and learning
- Preparation of schemes of work and lessons in accordance with pupils' individual needs
- Knowledge and understanding of subject areas
- Principles and practices of monitoring/evaluation
- The application of information and communications technology (ICT) to learning and teaching

Personal Qualities

Emotional Self Awareness

- Accurate self assessment
- Self confidence

Self Management

- Emotional self control
- Transparency
- Adaptability
- Achievement orientation
- Initiative

- Optimism/Sense of humour
- Social Awareness
- Empathy
- Organisational awareness
- Service orientation; awareness of treating colleagues, pupils, parents and the community with consideration and understanding what they are saying and feeling and why they feel and act the way they do.

Relationship Management

- Developing others
- Inspirational leadership
- Change catalyst
- Influence
- Conflict management
- Team work and collaboration

Approved: Date

(Chair of Governors)

Approved: Date:

(Postholder)

Astley CE Primary School reserves the right to vary the duties and responsibilities of staff, thus it must be appreciated that the above duties may be altered as the future changing needs of the school may demand.

The appointment is subject to the current conditions of employment of Headteachers, contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation, including that of the Department for Education. In carrying out his/her duties, the Headteacher shall consult, where appropriate, with the Local Authority, the Diocese, the Governing Body, the staff of the school, its pupils and the parents of its pupils.