



Headteacher Job Description

Job details

Salary: HT Group 2 Leadership Pay Range L15 - L21, £73,105 p.a. to £83,860 p.a.

Hours: Full Time

Contract type: Permanent

Reporting to: Chair of Governors

Duties and responsibilities

Strategic Leadership

The headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented in a realistic, timely and appropriate manner
- Monitor progress towards achieving the school's vision, ethos and aims
- Allocate financial resources appropriately, efficiently and effectively
- Ensure consideration for workload and wellbeing underpin all decisions
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Serve in the best interests of the school's pupils

School culture and behaviour

The headteacher will:

- Sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- Maintain a culture where pupils experience a positive and enriching school life
- Foster the welcoming and supportive atmosphere of the school
- Promote Grendon's Goals throughout our community
- Ensure that all principles of safeguarding and child protection are embedded within all aspects of the school
- Promote high standards of attendance for pupils and staff
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Curriculum and assessment

The headteacher will:

- Oversee curriculum intent and implementation to ensure that they best meet needs of children and are in line with school ethos, vision and aims
- Establish and sustain high-quality teaching and learning across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum that meets the statutory requirements of the National Curriculum and the Early Years Foundation Stage Curriculum
- Sustain effective curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

Additional and special educational needs (SEN) and disabilities

The headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Leading and Managing Staff

The headteacher will:

- Manage staff well with due attention to workload and wellbeing
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Promote harmonious working relationships within the school
- Ensure access to high quality, sustained professional development opportunities aligned to balance the priorities of whole school improvement and individual needs
- Lead, manage and develop staff members including appraising and managing their performance

Headteacher's Professional Development

The headteacher will:

- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs
- Engage in the statutory Headteacher Appraisal process, including securing external review

Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility

- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Finance and Resource Management

The headteacher will:

- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in use of public funds
- Ensure that the school operates effectively and efficiently within the required regulatory frameworks and meets all statutory financial duties
- Plan, manage and monitor curriculum intent, implementation and impact within the agreed budget, setting appropriate priorities for expenditure
- Manage and organise accommodation and facilities efficiently and effectively to ensure that it meets the needs of the curriculum, our pupils and health and safety requirements

Person specification

CRITERIA	QUALITIES	ASSESSMENT METHOD
Qualifications and Professional Development	<ul style="list-style-type: none">Qualified teacher statusDegree level qualificationDesignated Safeguarding Lead experience and trainingNational professional qualification for headship (NPQH) and evidence of other continuous professional developmentEvidence of ongoing professional development in a relevant field	<p>Application Form</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form</p>

Leadership Experience and Knowledge	<ul style="list-style-type: none"> Successful leadership and management experience in a primary school, including adequate experience of whole school strategic planning Leading and managing significant elements of a School Improvement Plan that have impacted positively Have secure knowledge of the National Curriculum and Early Years Foundation Stage Curriculum Leading and managing teaching, learning and assessment Understanding the statutory requirements, procedures and working practices for safeguarding children Building positive relationships with all stakeholders Evaluating and using data to plan and improve pupil outcomes Managing a budget strategically and in line with financial Requirements Making effective use of funding, including Pupil Premium, and all school resources Being an excellent teacher with adequate recent teaching experience Demonstrating successful line management and staff development 	Application Form/Interview Process/Reference Application Form/Interview Process/Reference
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This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Line manager's signature:

Date:

Postholder's signature:

Date: