



# 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
<b>Qualifications and Professional Development</b>	<ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• Degree level qualification</li><li>• Designated Safeguarding Lead experience and training</li><li>• National professional qualification for headship (NPQH) and evidence of other continuous professional development</li><li>• Evidence of ongoing professional development in a relevant field</li></ul>	Application Form Application Form Application Form Application Form

<b>Leadership Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a primary school, including adequate experience of whole school strategic planning</li> <li>• Leading and managing significant elements of a School Improvement Plan that have impacted positively</li> <li>• Have secure knowledge of the National Curriculum and Early Years Foundation Stage Curriculum</li> <li>• Leading and managing teaching, learning and assessment</li> <li>• Understanding the statutory requirements, procedures and working practices for safeguarding children</li> <li>• Building positive relationships with all stakeholders</li> <li>• Evaluating and using data to plan and improve pupil outcomes</li> <li>• Managing a budget strategically and in line with financial Requirements</li> <li>• Making effective use of funding, including Pupil Premium, and all school resources</li> <li>• Being an excellent teacher with adequate recent teaching experience</li> <li>• Demonstrating successful line management and staff development</li> </ul>	<p>Application Form/Interview Process/Reference</p> <p>Application Form/Interview Process/Reference</p> <p>Application Form/Interview Process/Reference</p> <p>Application Form/Interview Process/Reference</p> <p>Application Form/Interview Process/Reference</p> <p>Application Form/Interview Process/Reference</p> <p>Application Form/Interview Process/Reference</p> <p>Application Form/Interview Process/Reference</p> <p>Application Form/Interview Process/Reference</p> <p>Application Form/Interview process/Reference</p> <p>Application Form/Interview Process/Reference</p>
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<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Inspirational and empathetic leader; communicating a vision, inspiring others and building effective working relationships</li> <li>• Demonstrated ability to meet the National Standards for Excellence for Headteachers</li> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• </li> <li>• Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve</li> <li>• Understanding of school finances and financial management</li> <li>• Effective communication and interpersonal skills, orally and in writing to a range of audiences</li> </ul>	<p>Application Form/Interview Process/Reference</p> <p>Application Form/Interview Process/Reference</p> <p>Application Form/Interview Process/Reference</p> <p>Application Form/Interview Process/Reference</p> <p>Application Form/Interview Process/Reference</p>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to uphold the 7 principles of public life (the <a href="#">Nolan principles</a>) at all times</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Excellent interpersonal skills and the ability to interact effectively with all stakeholders with confidence, sensitivity and empathy</li> <li>• Be a present, visible and approachable leader to all stakeholders</li> <li>• Ability to inspire, challenge and support all stakeholders</li> <li>• Passion for and about children's learning</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li> </ul>	<p>Application Form/Interview Process/Reference</p> <p>Application Form/Interview Process/Reference</p> <p>Application Form/Interview Process/Reference</p> <p>Application Form/Interview Process/Reference</p> <p>Application Form/Interview Process/Reference</p> <p>Application Form/Interview Process/Reference</p> <p>Application Form/Interview Process/Reference</p> <p>Application Form/Interview Process/Reference</p>

This job description may be amended at any time in consultation with the postholder.

**Last review date:**

**Next review date:**

**Line manager's signature:**

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**Date:**

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**Postholder's signature:**

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**Date:**

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