

Headteacher Becket Primary School Job Description



Pay range: Leadership Scale points 16-22

Line manager: Governors

Supervisory responsibilities: All staff employed in the school

The duties and responsibilities detailed in this job description will be supplemented by the accountabilities, roles and responsibilities as set out within the School Teachers Pay and Conditions Document. This job description will be reviewed annually with the Governing Body as part of the Headteacher Performance Management process.

Job description

Core purpose:

- Take the lead role on working with the governors to develop a collaborative school vision, which embraces excellence, high standards and inclusion. Translate the vision into a development plan and implement it successfully.
 - Secure excellent teaching to achieve high standards of learning and attainment across the primary phase, including preparation for secondary education.
 - Hold all staff to account for their professional conduct and practice.
 - Ensure inclusion, diversity and accessibility.
 - Lead by example to foster an open, transparent and equitable culture.
 - Be responsible for the internal organisation, management and control of the school.
 - With the support of the School Business Manager manage school finances and resources astutely to maximise their use and value.
 - Develop and sustain effective relationships with the governors, and the Chair of Governors in particular, to ensure effective governance of the school, and the discharge of governing board responsibilities.
 - Build, develop and maintain effective relationships with parents/carers and all members of the school and wider community to enhance the education of all pupils.
 - Create an outward-facing school to work with other schools in the locality, organisations and partners to champion good practice
 - Uphold the highest standards of professional and business ethics, and support the governors in ensuring that this impacts all aspects of the school's decision making processes.
 - Keep children safe and support the governors to implement and oversee the highest possible standards of child protection, Prevent strategies and safeguarding throughout the school.
 - Represent the school at relevant panels, working groups and meetings as required by the governors.
 - Undertake other duties and responsibilities as is reasonably directed by the governors.
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Duties and responsibilities

Qualities and knowledge – the successful candidate should have the ability to:

- Hold and articulate clear values and moral purpose, focussing on providing high-quality education for all pupils.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents/carers, and all stakeholders connected to the school.
- Lead by example – with integrity, creativity, resilience, and clarity – drawing on your own scholarship, expertise and skills, and that of those around you.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue CPD.
- 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.
- Communicate the school's vision in a compelling way and drive the strategic leadership, empowering all pupils and staff to excel.

Pupils and staff – the successful candidate should have the ability to:

- 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.
- 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 and pupils' wellbeing.
- Establish an educational culture of 'open classrooms' as a basis for sharing good practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- 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 – the successful candidate should have the ability to:

- 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, focussed 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 underperformance, supporting staff to improve and valuing excellent practice.

- Welcome strong governance and actively support the governors to understand their role and deliver their functions effectively – in particular its functions to set the school vision and strategy and hold the headteacher 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.
- Distribute leadership throughout the organisation, 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 the successful candidate should have the ability to:

- 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.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame a self-regulating and self-improving school.
- Shape the current and future quality of the teaching profession through high-quality training and sustained professional development for all staff.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, and be confident of the vital contribution of internal and external accountability.
- 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.

Signature of post holder

_____ Date / /

Signature of Chair of Governors

_____ Date / /