

Nottingham City Council

Headteacher

Job Description



Responsible to: The Governing Body at Berridge Primary & Nursery School

Main Purpose:

To carry out the duties of Headteacher in accordance with the Teachers' Pay and Conditions Act and other relevant statutory provisions.

To provide professional vision and leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement.

In carrying out his/her duties a Headteacher shall consult, where this is appropriate, with the authority, the governing body, the staff of the school, the parents of its pupils, the pupils themselves and the local community.

Shaping the Future

The Headteacher will work with the Governing Body and others to create a shared vision and strategic plan which inspire and motivate pupils, staff and other members of the school community.

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrate vision and values in everyday work and practice.
- Motivate and work with others to create a positive climate.

- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experience of the school and community at large.
- Implement a broad and balanced curriculum across the school and ensuring that improvements are a priority for all pupils including those with SEN, Gifted and Talented and EAL.

Managing the Organisation

The Headteacher will provide effective management of the schools and seek continuously to improve organisational structures based on self-evaluation.

- Fully understand the current legal requirements, local and national policies and guidance on safeguarding and will ensure that all requirements are met in full.
- Create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities, ensuring that all aspects of school performance are monitored and evaluated.
- Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Allocate, control and account for those financial and material resources of the school which are under the control of the Headteacher and adhering to the relevant financial regulations.
- Recruit and retain staff appropriately.
- Deploy and manage all teaching and non-teaching staff of the school and allocating particular duties to them in a manner consistent with their conditions of employment and grade.

- Arrange for a deputy Headteacher or other suitable person to assume responsibility for the functions of the Headteacher at any time when s/he is absent from the school.
- Ensuring that the duty of providing cover for absent teachers is shared equitably among all teachers within school taking account of their teaching and other duties.
- Lead, motivate, support, challenge and develop staff at all levels in order to secure and sustain continuous improvement and staff well-being and be committed to personal continuing professional development.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources are monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.
- Make appropriate arrangements for the security, maintenance, development and effective supervision of the school building(s) and their contents of the school grounds, and ensuring that any lack of maintenance is promptly reported accordingly.

Leading, Learning and Teaching

The Headteacher has a central responsibility for raising the quality of teaching and learning. This involves high-expectations, maintaining and evaluating outcomes and establishing a successful learning culture which all impact on pupils' achievement.

- Ensure a consistent and continuous schools-wider focus on pupils' achievement, using data and benchmarks to monitor progress in every student's learning and using data to support and improve standards.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive and effective approaches to learning and teaching.
- Lead on establishing and driving the ethos, vision and values of the school.

- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Implement strategies which secure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum and implement Assessment for Learning.
- Monitor, evaluate and review teaching and learning and classroom practise and promote improvement strategies to ensure that standards of professional performance are established and maintained.
- Challenge under-performance at all levels and ensures that action is taken to secure improvement.

Developing Self and Working with Others

Effective communication and relationships are key to effective headship. The Headteacher needs to build a professional learning community which enables others to achieve.

- Lead where required, supervise and participate in the arrangements for the appraisal of the performance of teachers in the school.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance management.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others.

- Regularly review own practice and achievements, set personal targets and take responsibility for own personal development. Take account of feedback from others.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Ensure that all staff in the school have access to advice and training appropriate to their role/needs.
- Supporting middle and senior leaders of the school to build capacity, recognise existing talents and encourage delegation.
- Be responsible for the supervision and training of teachers during their induction periods in accordance with the regulations and making a recommendation at the end of such induction period as to whether prescribed standards have been met.
- Assessing whether a teacher has met the required standards for threshold assessment when required and feeding back on the outcome of any application providing appropriate advice regarding further development.
- Maintain liaison and cooperation with the officers of the maintaining authority.
- Maintain liaison with other schools and education establishments with which the school has a relationship.

Securing Accountability

With values at the heart of leadership, the Headteacher has a responsibility to the whole school community and is accountable to a range of groups particularly pupils, parents, carers, Governors and the LA.

- Will work with staff, governors, parents/carers to build on strong foundations that are in place in order to maintain and further improve all aspects of the school's standards and quality.
- Fulfil commitments arising from contractual accountability to the governing body and assist the governing body in the fulfilment of their functions.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.

- Work with the governing body (provide information, objective advice and support) to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of attainment and for achieving efficiency and value for money.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Maintain relationships with organisations and Trade Unions representing teachers and support staff within the school.
- Make arrangements for parents/carers to be given regular information about the school curriculum, the progress of their children and other matters affecting the school, so as to promote a common understanding of its aims.
- Creating and maintaining an effective partnership with parents/carers to support and improve pupils' achievement and personal development.

Strengthening Community

The Headteacher should engage with the internal and external School community to secure equity and entitlement and collaborate strategically and operationally with a wide range of partners to bring positive benefits.

- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operate and work with relevant agencies to protect children.

- Promote the concept of lifelong learning and family engagement with learning through the school.

Safeguarding and Promoting the Welfare of Children

- Substantial knowledge and effective experiences of addressing safeguarding issues.
- Ensures a safe and supportive school culture.
- Ensures the welfare of children is safeguarded and prompted in line with best practice and LA advice.
- Identified key features of staff recruitment that help deter or prevent the appointment of unsuitable people.
- Develop and introduce policies and practice that minimise or prevent opportunities for abuse or ensures its promptly recorded.

‘This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.’

Nottingham City Council

Headteacher

Person Specification



Essential	Desirable	Application	Documentation	Interview	Assessment
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EDUCATION AND TRAINING

Experience of extended and appropriate professional development.	x		x	x		
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EXPERIENCE AND KNOWLEDGE

Relevant senior management experience i.e. Headteacher, Deputy/Assistant Headteacher	x		x			
Experience of leading professional development.	x		x			
Teaching experience of Foundation, KS1 and KS2.		x	x			
Successful development of learning and teaching strategies.	x		x		x	x
Planning and organising of successful curriculum development.	x		x			
Effective resource management (people, physical resources and finance).	x		x		x	x
Personnel Management.	x		x		x	
Leadership of school development and improvement.		x	x		x	
Evidence of managing or making a substantial contribution to the effective management of change.	x		x		x	

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

Ability to generate and share a clear and relevant educational vision for our primary school	x		x		x	x
Ability to manage change effectively		x			x	
Commitment to school improvement	x		x		x	
Ability to create and implement a strategic school plan reflecting appropriate priorities	x		x		x	

Ability to monitor and evaluate the performance and progress of the school, in particular standards, achievement and the quality of teaching and learning	x		x		x	
Ability to establish appropriate priorities for spending and effectively manage and monitor the school budget	x		x		x	x
Knowledge and understanding of the process of school self-evaluation	x		x		x	
Ability to interpret and act upon a range of evidence in the pursuit of excellence	x		x		x	x
Demonstrate reasoned judgement in difficult circumstances	x				x	x
Deal sensitively with people with very different and demanding expectations, demonstrating an ability to avert and resolve conflict.	x		x		x	x

TEACHING AND LEARNING/CURRICULUM

Commitment to lifelong learning	x		x			
Commitment to establish the school at the heart of the community incorporating integrated Children's Services and Extended Services	x		x			
Ability to ensure that a stimulating, rigorous and suitably challenging learning environment is in place	x		x		x	x
Ability to organise and implement an appropriate early years and primary school curriculum	x		x		x	x
Knowledge of the principles of effective teaching and assessment for learning	x		x		x	
Effective use of data to analyse and track pupils' progress to identify strengths and areas for improvement and to respond accordingly	x		x		x	x

INCLUSION

Clear understanding of all elements of the continuum of educational inclusion with a specific vision for children with special needs and / or disabilities	x		x		x	x
An agreed and consistent approach to school discipline and behaviour	x				x	

LEADING AND MANAGING STAFF

Ability to demonstrate and implement a range of management and leadership styles		x	x		x	
Ability to solve problems creatively, including under pressure	x		x		x	x
Awareness of the need for all staff to maintain suitable work/life balance	x		x		x	
To be a lead professional in promoting classroom practice	x		x		x	
Ability to delegate tasks and responsibilities as appropriate.	x		x		x	x
Evidence of developing effective teamwork across the school community.		x	x		x	

Ability to manage and motivate staff to achieve the highest standards within the resources available.	x		x		x	
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ACCOUNTABILITY

Ability to maintain records and manage information so that the school is able to account for all aspects of performance to governors, parents, the community, the LA and others	x		x		x	
Ensuring compliance with safe-guarding requirements	x		x		x	x
Understanding of the responsibilities of the Headteacher in ensuring compliance with Health and Safety Legislation	x		x		x	
Demonstrate an understanding of, and lead the school's role in the community.	x		x		x	

EFFECTIVE RELATIONSHIPS AND NETWORKS

Work alongside and have the ability to relate effectively with and gain the respect of staff, children and parents in our diverse community	x		x		x	
Work effectively and in partnership with Governors	x		x		x	
Evidence of working with parents and the community.	x		x		x	
Evidence of working in collaboration with other schools to realise improvement and raise standards.	x		x		x	
Able to identify, discuss and report safeguarding issues including child protection with the relevant representatives.	x		x		x	

PERSONAL EFFECTIVENESS

Evidence ability to prioritise and manage time appropriately		x	x		x	
Ability to work under pressure	x		x		x	
Be self-motivating and achieve challenging professional goals	x		x		x	
Demonstrate flexibility and an ability to adapt to changing circumstances	x		x		x	x
Take full responsibility for own professional development	x		x		x	

COMMITMENT

Demonstrate, work to the principles of and positively promote equality and diversity and community cohesion	x		x		x	
Demonstrate a commitment to promoting the school's vision and ethos.	x		x		x	x
Showing respect for all members of the school and the wider community.	x		x		x	x
Ongoing commitment to the safeguarding of all pupils.	x		x		x	x

Please note that all elements of this person specification may be tested via a task, an interview question or both during the selection process.