****

 **Job Description**

**Bishop Bridgeman Church of England Primary Academy**

**Part of The Archbishop Temple Church of England Multi academy Trust**

**Headteacher**

**Job Title: Headteacher**

**Location: Bishop Bridgeman Church of England Primary Academy**

**Salary range: L17 – L21**

**Responsible to: CEO, Deputy CEO, Local Governing Board and Board of Trustees**

**1. PURPOSE OF THE JOB**

To be responsible for all aspects of the internal organisation, day to day management and control of the school and for leading supervision over teaching and support staff in accordance with Instrument of Government.

**2. IN RELATION TO THE STATUTORY REQUIREMENTS**

The appointment is subject to the current conditions of employment for Headteachers contained in The School Teachers’ Pay and Conditions Document, the School Standards and Framework Act 1998, the required standards for Qualified Teacher Status and other current education and employment legislation.

**3. DUTIES AND RESPONSIBILITIES**

**A. STRATEGIC DIRECTION AND DEVELOPMENT OF THE ACADEMY**

To work closely with the CEO, DCEO, Local Governing Board and Trust, to carry out the strategic view for the academy in its community and analyse and plan for the future needs and further development of the academy within the local, national and international context:

* to formulate overall aims and objectives for the academy and policies for their implementation;
* to lead by example, provide inspiration, motivation and embodiment for the pupils, staff, governors and parents, of the vision, purpose and leadership of the academy;
* to create an ethos and provide educational vision and direction which secure effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental and physical development, and prepare them for the opportunities, responsibilities and experiences of adult life;
* secure the commitment of parents and the wider community to the vision and direction of the academy;
* although the headteacher does not have any specific statutory responsibilities for the academy’s financial management, he or she is collectively responsible for: establishing and maintaining clear lines of financial responsibility and reporting; and approving financial systems operating.
* to create and implement a strategic plan, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers’ effectiveness and securing school improvement;
* to ensure that all those involved in the academy are committed to its aims, motivated to achieve them, and involved in meeting long, medium- and short-term objectives and targets which secure the educational success of the academy;
* to ensure that the management, organisation and administration of the academy, support its vision and aims;
* to ensure that policies and practices take account of national, local and academy data, and inspection and research findings;
* to monitor, evaluate and review the effects of policies, priorities and targets of the academy in practice, and take action if necessary.
* to ensure a commitment to safeguarding and promoting the welfare of children and young people.

**B. TEACHING AND LEARNING**

To work closely with the DCEO, Local Governing Board and Trust to secure and sustain effective teaching and learning throughout the academy and to monitor and evaluate the quality of teaching and standards of pupils’ achievement, using benchmarks and setting targets for improvement:

* to create and maintain an environment and a code of behaviour and conduct which promotes and secures excellent teaching, effective learning, high standards of achievement, excellent behaviour and discipline, and which enable teachers to meet the standards set out in the professional development framework;
* to determine, organise and implement the curriculum and its assessment, and to monitor and evaluate them in order to identify and act on areas for improvement;
* to ensure that effective, appropriate pastoral support is available to pupils;
* to ensure that pupils develop skills in order to learn more effectively and with increasing independence;
* to monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils, including those with special educational needs and/or disabilities, in order to set and meet challenging, realistic targets for improvement;
* to ensure proper standards of professional performance are established and maintained;
* to ensure that the academy complies with the statutory requirements that promote equal opportunities for all;
* to develop effective links with the community, including business and industry, to extend the curriculum and enhance teaching and learning;
* to create and maintain an effective partnership with parents to support and improve pupils’ achievement and personal development.

**C. LEADING AND MANAGING STAFF**

To lead, motivate, support, challenge and develop staff to secure improvement:

* to maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive, effective working relationships are formed between staff and pupils, and between staff;
* to plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for each teacher and other members of staff, in work carried out in academy and work carried out elsewhere;
* to participate, as appropriate, having regard for other duties, in the teaching of pupils at the academy;
* to consider the extent to which the Headteacher’s duties may be delegated to any Deputy or Assistant Headteacher;
* to arrange for a Deputy Headteacher or other suitable person to assume responsibility for the discharge of the Headteacher’s functions at any time when the Headteacher is absent from the academy;
* to ensure that clear, effective communication channels exist in the academy enabling all staff to receive information they need in order to carry out their professional duties effectively;
* to motivate and enable all staff in the academy to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs;
* to overcome challenges, sustain their own motivation and that of other staff;
* to implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to pupils’ achievement;
* to participate in arrangements for Headteacher performance management;
* to ensure that trainee and early career teachers are appropriately trained, monitored, supported and assessed in relation to the standards for Qualified Teacher Status, the Initial Teacher Training, Early Career framework and standards for induction;
* to ensure that professional duties and conditions of employment as set out in the Academy  Teachers’ Pay and Conditions document, including those for the Headteacher, are fulfilled.

**D. EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES**

To work closely with the CEO, DCEO, Local Governing Board and Trust to deploy people and resources efficiently and effectively to meet specific objectives in line with the academy’s strategic plan and financial context.

* to work with CEO, DCEO, Governors, Trust and senior colleagues to recruit staff of the highest quality available;
* to prepare and consult with staff regarding job descriptions;
* to work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided;
* to work with the CEO, DCEO, Trust and Governing body and implement decisions in relation to staffing;
* to work with the CEO, DCEO Trust and Governing body on the adoption of effective procedures to deal with the competence and capability of staff;
* to work with the CEO, DCEO, CFO, Trust and Governing body to devise appropriate priorities for expenditure, allocate funds and to ensure effective administration and control;
* to manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations;
* to make arrangements, if so required, for the security and effective supervision of the academy buildings, contents and grounds, ensuring that any lack of maintenance is reported to the maintaining authority.
* to undertake responsibilities as defined in the Local Authority’s Health and Safety policy, and / or such Health and Safety Policy as the Local Governing Board may have determined.
* to ensure that appropriate risk assessments are undertaken before sanctioning any participation in any potentially hazardous activity.
* to manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils’ achievements, ensure efficiency and secure value for money.

**E. ACCOUNTABILITY**

To be accountable for the efficiency and effectiveness of the academy to the to work with the CEO, DCEO, Trust and Local Governing Board, including pupils, parents, staff, local employers and the community:

* to provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money;
* to report to the CEO, DCEO, Trust and Local Governing Board on the discharge of the Headteacher’s functions and the affairs of the academy;
* to create and develop an organisation in which all governors and staff recognise that they are accountable for the success of the academy;
* to present a coherent and accurate account of the academy's performance in a

form appropriate to a range of audiences, including parents, governors, the local community, OFSTED, and others, to enable them to play their part effectively;

* to ensure that parents and pupils are well-informed about the curriculum, attainment and progress, and about the contribution that they can make to achieving the academy’s targets for improvement.
* to report to the governors annually on the performance management of teachers at the academy in relation to the School Teachers Pay and Conditions Document.
* to provide information about the work and performance of staff where it is relevant to their future employment.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Headteacher Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CEO Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair of Governors Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_