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| **Job Description**  **Role Details** | | | |
| Job Title: | Head Teacher | JEID | N/A |
| Salary Grade: | Group 3 (18-24) | | |
| Organisation / School: | Boughton Leigh Junior School | | |
| Primary Location: | Boughton Leigh Junior School | | |
| Political Restriction | This position is politically restricted. | | |
| Responsible to: | Chair of Governors | | |

**Role Purpose**

The Head Teacher provides the leadership, management and oversight to ensure that the school sets challenging targets for itself, and its pupils, and that those targets are achieved. The school was rated ‘Good’ by OFSTED in 2023 with and excellent level of education, care, nurture in our SEND resource base ‘Launchpad’.

***“*The school promotes pupils’ personal development exceptionally well. The school has high ambitions that pupils are ‘ready for life and pupils understand the school values well’ *The school continues to be a good school.”***

The Head Teacher will continue this progression developing the teaching, infrastructure and other factors required to produce an outstanding inspection result The School population has grown over the years to accommodate and the Head Teacher will need to proactive manage future demands on the school in liaison with feeder schools, the Local Authority and other partners.

**The Head Teacher will ensure the School achieves the following ambitions:**

**Our Values** - We share a set of values that support ambitious learning, encourage opportunity and build confidence by allowing children to take risks, to challenge and to participate. The values are shared in such a way as to be accessible and understandable by all members of our school community.

**Measuring what we Achieve** - Our students regularly exceed Key Stage 2 national averages and are provided with the best experience the school can offer. As a result the school progresses towards being judged ‘Outstanding’.

**Developing Ourselves** - All members of the school community are committed to their own continuous learning & development and supporting that of others. We are seen as being at the forefront of using the best available techniques in learning, teaching, supporting, assessing and managing.

**Role Responsibilities:**

**Shaping the future:**

* Ensures the vision for the school is clearly articulated, shared, understood and acted upon effectively by all;
* Works within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement;
* Demonstrates the vision and values in everyday work and practice;
* Ensures that strategic planning takes account of the diversity, values and experience of the school and community at large;
* Translating the Governing Body and Senior Leadership Teams vision for the school in clear deliverable plans.

**Leading Learning & Teaching:**

* Ensures a consistent and continuous school-wide focus on pupils’ achievement, using data and benchmarks to monitor progress in every child’s learning;
* Ensures that the statutory requirements of the National Curriculum are met through creative, responsive and effective approaches to learning and teaching;
* Ensures a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;
* Takes a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils;
* Monitors, evaluates and reviews classroom practice and promotes improvement strategies.
* Developing Self and Working with Others:
* Treats people fairly, equitably and with dignity and respect to create and maintain a positive school culture;
* Builds a collaborative learning culture within the school and actively engages with other schools to build effective learning communities;
* Ensures effective planning, allocation, support and evaluation of work undertaken by self, teams and individuals;
* Develops and maintains a culture of high expectations for self and for others and takes appropriate action when performance is unsatisfactory;
* Ensure the development of, and maintain effective strategies and procedures for, staff induction, professional development and performance review.

**Managing the School:**

* Creates 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;
* Produces and implements clear, evidence-based improvement plans and policies for the development of the school and its facilities;
* Manages the school’s financial and human resources effectively and efficiently to achieve the school’s educational goals and priorities;
* • Recruits, retains and deploys staff appropriately and manages their workload to achieve the vision and goals of the school;
* Manages and organises the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations;
* Ensures that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money;
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**Securing Accountability:**

* Fulfils commitments arising from contractual accountability to the Governing Body;
* Develops a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
* Ensures individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation;
* Ensure every individual child has access to high quality teaching and learning;
* Works with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities;
* Develops and presents a coherent, understandable and accurate account of the school’s performance to a range of audiences including Governors, parents and carers;
* Reflects on personal contribution to school achievements and takes account of feedback from others.

**Strengthening Community:**

* Builds a school culture and curriculum which takes account of the richness and diversity of the school’s communities;
* Creates and promotes positive strategies for challenging racial and other prejudice and dealing with racial harassment;
* Ensures learning experiences for pupils are linked into and integrated with the wider community;
* Collaborates with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families;
* Creates and maintains an effective partnership with parents and carers to support and improve pupils’ achievement and personal development.

**Commitment to Safeguarding Children:**

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment:

* Responsible for promoting the welfare of all children and young people;
* Ensuring the policies and procedures adopted by the governing body are fully implemented and followed by all staff;
* Ensuring all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices;
* Creates an organisational culture which is vigilant to, monitors and prioritises the safeguarding of children and young people above all considerations.