

## London Borough of Havering

### Job Profile

<b>Job Title:</b>	Headteacher
<b>Grade:</b>	Leadership Spine points 19-24
<b>School:</b>	<i>Branfil Primary School</i>
<b>Reports To:</b>	The Chair of the Governing Body
<b>Staff Managed:</b>	Deputy Headteacher Assist Headteacher (SENCO) School Business Manager

### Job Purpose and Content

The Headteacher is the leader and manager of a school staff that together are responsible for the education and welfare of the pupils in the school. The Headteacher is at all times responsible for the leadership, internal organisation, management and control of the school and is expected to make sure that there is in place an agreed and understood system of management and supervision within which all staff work.

### Principal Duties and Responsibilities

The professional responsibilities and duties of a Headteacher are set out in detail in the Schoolteachers' Pay and Conditions Document, which is varied from time to time, and any or all of those duties may be required of the postholder.

Subject to the direction of the governing body of the school:

1. Act as the governing body's primary adviser, developing and deploying relevant knowledge, skills and expertise to support governors in decision making, strategic planning and monitoring performance.
2. Take a leading role in developing and communicating the aims, objectives and long term vision of the school
3. Make sure that the vision of the school is reflected in strategic and development planning, and in a performance management structure, which is supported by coherent and consistent procedures and protocols
4. Take the lead role in school improvement, developing and agreeing priorities for improvement and monitoring, evaluating and reporting progress

5. Develop, maintain and extend professional relationships with a range of stakeholders and external bodies to support the work and vision of the school and outcomes for children
6. Act as the leader and manager of the school community, responsible for leadership culture, management of resources, and the system of delegation of powers and responsibility
7. Responsible for ensuring compliance in relation to the statutory obligations, duties and responsibilities of the school
8. Responsible for developing and maintaining an efficient and effective system of management and organisation for all school resources, which includes finance, personnel, information, buildings and premises and plant and equipment
9. Leadership of a school senior management team responsible within a system of delegated authority for the operational management and supervision of the school
10. Responsible for developing and maintaining a curriculum that meets statutory obligations and expresses the agreed vision and objectives of the governors
11. Lead responsibility for developing, maintaining and monitoring the quality of provision and teaching and learning in the school
12. Direct line management responsibility for staff, within an agreed line management system and structure, including their performance management and continuing professional development
13. Lead responsibility for health and safety, staff and pupil well being and safeguarding and for contingency and emergency planning
14. Take appropriate action to identify, analyse, minimise and manage any risks to health, safety and security in the working environment and in off-site school activities
15. Responsible for ensuring an effective and efficient system of quality assurance is maintained and developed that covers all aspects of the school's functioning
16. Where the Headteacher has teaching responsibility: teaching pupils and class(es) that are usually designated as part of an annual timetabling exercise, which includes planning, delivering and monitoring lessons, and setting and marking work, including homework

17. Covering classes, within the framework of the school's cover arrangements, where a teacher is absent and, where relevant, providing cover information for other teachers in the event of known and foreseen absence(s)
18. Take part in relevant training and development, assessment of performance and an agreed programme of personal professional development
19. Work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours

**London Borough of Havering Children's Services Directorate**  
**Sample Person Specification**  
**Headteacher**

<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
The ability to lead and manage the school effectively and efficiently and work with other professionals and agencies	✓		Interview
Demonstrable communication skills, oral, written and presentational	✓		Application & interview
The interpersonal skills to manage and maintain complex relationships with many stakeholders	✓		Interview
The ability to manage financial resources		✓	Application
The ability to lead and manage staff	✓		Application & interview
The ability to lead, model and manage positive behaviour, good order and assertive discipline in the school	✓		Application and interview
The ability to maintain and develop the quality of teaching and learning	✓		Application and interview
<b>Knowledge</b>			
How to motivate school staff	✓		Application
How to lead curriculum development and manage innovation and change	✓		Application and interview
Know how to use information and data to set targets, raise attainment and achievement	✓		Interview
How children and young people learn, develop and progress through life stages and events	✓		Application and interview
How ICT can be used effectively to administer the school and motivate children to learn	✓		Interview
How to plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum	✓		Application and interview
How to manage health and safety and promote and safeguard pupil welfare and well being	✓		Application and interview
How to manage equalities and inclusion policies and implement them in the school	✓		Application and interview
<b>Qualifications and Experience</b>			
Qualified Teacher Status		✓	Evidence of qualification
Successful teaching experience, including in a previous senior management post		✓	Application
NPQH or equivalent	✓		Application
Evidence of continuing professional development	✓		Application

This school is committed to safeguarding and promoting the welfare of children and young people. Everybody who works for the school is expected to share and promote this commitment and to have, or acquire, the relevant abilities, skills and knowledge to carry it out.