



Broadwindsor CE VC Primary School Headteacher

Job Description

Post title: Headteacher (full time)

Responsible to: The Governing Body of Broadwindsor Primary School

Responsible for: All staff, volunteers and children within the school

Main Purpose: To carry out the duties of Headteacher in accordance with the Teachers' Pay and Conditions Act and are built upon the Head teachers' Standards (2020) and the Teachers' Standards (2011)

Ethics and Professional Conduct:

The Headteacher of our school will demonstrate consistently high standards of principles and professional conduct. You will meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them. You will uphold and demonstrate the seven Nolan principles of public life.

The Headteacher will provide the professional leadership and management for our school and be able to motivate staff, children, families and governors to share your ambition and vision for the school. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs. Working with the Governing Body, the Local Authority, the Diocese of Salisbury and other leaders, the Headteacher will create a shared Christian vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community.

You will be a people person who is approachable for staff, children, parents and the wider community and be an effective and confident communicator with all.

You will bring the qualities that we encourage in our children and offer energy and caring and a sense of fun to the school. You will be passionate about the education and development of children. You will lead by example and demonstrate the ethos of the school in your everyday work. You will uphold your obligation to give account and accept responsibility.

You will be able to play an active part in our commitment to the West Dorset Collaboration of Schools, taking responsibility for your own continued professional development and engaging critically with education research.

You will be able to continue the development of our school as a distinctive and effective church school. You will be a lead practitioner able to demonstrate high

standards of teaching throughout the school, initially with some negotiable teaching commitment.

The Headteacher is responsible to the school's governing body and, through the Director of Children's Services, to the Local Authority; to the Salisbury Diocesan Board of Education (SDBE); for the internal organisation, leadership, management and control of the school, and the progress and attainment of the pupils.

In all aspects of the life and work of the school the Headteacher must be committed to safeguarding and promoting the welfare of children and young people and ensure that all staff and volunteers share this commitment.

In the Leadership of Children and Staff, the Headteacher will:

- ensure high quality teaching is provided that can meet the individual needs of all the children
- create an environment for effective learning and teaching
- demonstrate high expectations and set challenging targets
- ensure effective intervention is in place where needed
- take overall responsibility for the attainment of all children
- improve attainment and support all children to achieve their potential academically, physically, emotionally and socially
- lead Collective Worships which underpin the ethos and values of the school
- maintain high standards of behaviour and attendance
- ensure appropriate pastoral care is available
- promote creativity and innovation and motivate staff to explore new ideas
- bring together established teaching and learning approaches and best practice
- support the professional development of all staff

In the Leadership of Teaching and Learning the Headteacher will:

- develop a curriculum that is appropriate to the needs of the school
- support the importance of the Early Years experience recognising its importance in the contribution to strong foundations for future development
- create opportunities for risk taking and exploring new things

- provide a strong programme of support and intervention
- create opportunities for parents, businesses and other organisations to enhance the curriculum
- ensure children participate in a wide range of activities that improve their community awareness and well-being
- build positive relationships between home and school where parents/carers are involved at all times
- Continue to develop the quality of our outdoor learning environment

In the Leadership and Management of the School the Headteacher will:

- Implement a school development/improvement plan based on an ongoing programme of self-evaluation.
- Consistently promote the ethos and values of the school and ensure that respect for one another is embedded within the school.
- Develop effective partnerships and ways of working with other schools.
- Foster good relationships and communications with parents, governors and the wider community taking account of feedback from parents, governors and others.
- Be responsible for day-to-day financial management and have some experience of setting and managing a budget and knowledge of funding streams.
- Participate in the appointment and deployment of staff.
- Distribute leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- Liaise with officers of the SDBE and maintain working links with the local churches and clergy.
- Be the Lead responsible person for child protection and safeguarding.
- Ensure that the school is a safe and welcoming environment for all users and that buildings and grounds are maintained in accordance with best Health and Safety practice and Legislation.
- Have the ability to work closely with and be constructively challenged by a fully engaged Governing Body. Have the confidence to openly debate areas of strengths, weaknesses, opportunities and threats.