



## **Broomfield Primary School Headteacher Job Description**

**Date Effective: April 2022**

### **Statutory**

1. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteachers
2. To meet the National Standards for Headteachers as published by the DfE.
3. To seek to achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.
4. To promote and safeguard the welfare of all children and young people within the School, by ensuring that the School's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils and students, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

The School's Governing Body wishes a particular emphasis to be placed upon the following:

1. To lead in the provision of excellent learning and teaching: to continue to raise standards across the school with particular reference to personalised progression so that all pupils and students achieve to the very best of their ability.
2. To formulate a vision of school improvement and to lead the staff and Governing Body in reviewing and evaluating the effectiveness of the School Development Plan.
3. To be a proactive leader, to enable the school to take advantage of opportunities as they present themselves thereby increasing the options available to pupils and improving their outcomes.
4. To work closely with and report to the School's Governing Body to ensure it has accurate and timely detailed information on which to base sound decisions on school priorities and progress towards these to secure the future development and success of the school.
5. To maximise income and to make effective use of resources and budgets, ensuring the school gives best value and maintains a sustainable future whilst improving outcomes for pupils.

6. To further develop partnerships with a variety of stakeholders through collaboration to improve personal, social and academic outcomes for pupils, in line with specialist status, which support preparation for next steps into adulthood.
7. To continue to represent the school locally, regionally and nationally developing networks and influencing a wide range of stakeholders.
8. To lead the school through rigorous self-evaluation, including quality assurance and performance management at all levels.
9. To develop, inspire and motivate effective teams in order to maintain standards and expectations across the school.
10. To build relationships with the whole school community, ensuring that pupil and parent/carers voice and participation contribute to strategic planning.
11. To promote a culture of aspiration throughout the school and the wider community.
12. To ensure that the school is a safe environment that protects and cares for the pupils and staff.
13. To treat people fairly, equitably and with dignity and respect to maintain a positive school culture.

This Job Description may be amended at any time after consultation with the post holder and will be reviewed annually.