

### HEADTEACHER JOB DESCRIPTION

This job description reflects the **Headteachers' Standards** (2020). These standards are built upon The Teaching Standards (2012) which apply to all teachers, including Headteachers.

The appointment is subject to the current conditions of employment of Headteachers, contained in the **School Teachers' Pay and Conditions** document and other current educational and employment legislation, including that of the Department for Education and Rochdale Borough Council contract. In carrying out his/her duties, the Headteacher shall consult, where appropriate, with the Local Authority, the Governing Board, the staff of the school, its pupils and the parents of its pupils.

#### **A. The Core Purpose of the Headteacher**

The headteacher is the prime mover in creating, inspiring and embodying the character and culture of this school, securing its vision with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential and live life to the full.

Thus, the core purpose of the headteacher is to provide professional leadership and management for the school within the context of the local authority's education strategy. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success the headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils within a strong caring and compassionate ethos.

The headteacher is the leading education professional in the school. Accountable to the governing board, the headteacher provides, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims in accordance with its mission statement, and for the day-to-day management, organisation and administration of the school.

The headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, local authority officers, specialist services including those for SEND and wellbeing, other services and agencies for children, higher education institutions and employers. Through such partnerships and other activities, headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

To work collaboratively with partners and key stakeholders to offer commissioned places which meet pupils' needs, providing specialist advice in relation to addressing social, emotional and mental health needs. Also to reduce exclusions and increase inclusion in the school system.

To lead and be responsible for the management of Brownhill School through rigorous self-evaluation, including quality assurance and performance management at all levels.

## **Main Duties**

### **Qualities and Knowledge**

Within the school's character the Headteacher will:

- Hold and articulate a clear vision, founded on values and moral purpose, focused on providing a world-class education for the pupils they serve ensuring they grow in knowledge, independence and capacity.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors, and members of the local community.
- Lead by example - with integrity, creativity, resilience, clarity and spirituality - drawing on their own scholarship, expertise, skills, and wisdom and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of a community special school.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local, regional and national policy into the school's context.
- Secure knowledge and understanding of this school's distinctiveness, keeping up with national and regional developments and, in particular, ensure high quality education and collective worship.
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel in their pursuit of achievement.
- Lead creative collective worship that engages with the school's vision and values enabling the community to flourish and grow spiritually.

### **Pupils and Staff**

Within the schools' character the Headteacher will:

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Create a school character within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice within the character of the school.
- Establish, promote and respect an inclusive culture that promotes equality and an understanding of diverse cultures, faith groups' languages and ethnic groups.
- Celebrate achievement in the development of the whole child and not only those matters that are measured externally.

## **Systems and Process**

Within the school's character the Headteacher will:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity within context.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society as they develop self-worth and an understanding of the worth of others.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set this school's strategy and hold the head teacher to account for pupil, staff and financial performance.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability and its community character.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities, are given the opportunity to innovate and who hold each other to account for their decision-making.

## **The Self-Improving School System**

Within the school's character the Headteacher will:

- Create an outward-facing school which works with other schools and organisations, including the LA Education team and its schools- in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- Develop effective relationships with fellow professionals and colleagues in other public services, parents/carers and the community to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies and respond critically and constructively to education initiatives in the best interests of achieving excellence, harnessing the findings of well-evidenced research to self-regulate and improve the school.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development appropriate to the school context for all staff at the school.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people's lives and to promote the value of education in human flourishing.

## **Accountability**

The Headteacher will:

- Provide information advice and support to the governing board to enable it to meet its responsibility for securing the school's future, effective teaching and learning, improved standards of achievement and value for money.
- Lead on compliance and regularity changes such as GDPR or other statutes.
- Present an account of the school's performance in a form appropriate to a range of audiences – governors, parents, local community, OFSTED, the Local Authority.
- Ensure that parents and pupils are well informed about the wider curriculum and targets for Improvement.

## **Community**

The Headteacher will, with the support of the governing body:

- Promote a close relationship with local schools and SEND provisions and facilitate appropriate use of school premises.
- Work closely with local groups and stakeholders to maximise the contribution made by the school within the community.

## **Additional Requirements**

This job description outlines the main duties of the post, incorporating the National Standards of Excellence for Headteachers, but does not exclude other duties which may be undertaken to ensure the efficient operation of the school. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

The appointment is subject to the current conditions of employment of Headteachers, contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation

**The applicant will be required to safeguard and promote the welfare of children and young people. The Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.**

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Headteacher.