

JOB DESCRIPTION

Head teacher – Bushfield Road Infant School

General duties

- A. The Headteacher shall carry out the duties of a Headteacher as set out in the current School Teachers Pay and Conditions Document and any subsequent document which may replace it.
- B. The Headteacher has overall management responsibility for Bushfield Road Infant School:
 - internal organisation
 - management
 - control of the school – in accordance with the current Teacher's Pay and Conditions Document, the policies of the Governing Body (including the budget), applicable legislation and the policies of North Lincolnshire Council
- C. The Headteacher, working with the Governing Body will:
 - develop a strategic view for the school in its community
 - analyse and plan for its future needs, development and improvement
 - ensure effective management in the context of School and LA policies

Specific responsibilities

1. Ethos

- a. To maintain an ethos in which individuals feel valued and where personal endeavour and responsibility are encouraged.
- b. To maintain high morale and to set an example of professional standards and leadership.
- c. To maintain an environment where all members of the school community actively demonstrate their care and concern for everyone, with regard to school policies (equality/anti-prejudice/anti-bullying).
- d. To have responsibility for promoting and safeguarding the welfare of all learners.

2. The Organisation and Management of the school

- a. To assume responsibility for the overall internal organisation and management of the school and to exercise supervision over teaching and support staff.
- b. To manage the process for selection and appointment of appropriately qualified teaching and support staff, and to provide information about staff which may be relevant to their future employment.
- c. To deploy and manage all teaching and support staff and allocate particular duties to them consistent with their conditions of employment and job descriptions. This includes delegation of some of the Head teacher's duties and responsibilities to others if appropriate.

- d. To participate in teaching, to such an extent as may be appropriate, (including PPA time in line with current guidelines) whilst having regard to the Head teacher's leadership, other functions and duties.
- e. To ensure that absent teachers are appropriately and fairly covered.

3. Pupils

- a. To have overall responsibility for the health and safety of all staff and pupils.
- b. To have up to date knowledge of relevant legislation and guidance, in relation to working with, and the protection of, children and young people.
- c. To display commitment to the protection and safeguarding of children and young people.
- d. To ensure the social, emotional and pastoral needs of the pupils are recognised and met, especially in relation to Pupil Voice.
- e. To ensure pupils are always engaged in safe and healthy educational activities in a school environment.
- f. To ensure that inclusion is promoted for all learners.
- g. To ensure maintenance of good order and discipline in line with the school's behaviour policy.

4. Staff

- a. To ensure that all staff have requisite non contact time in accordance with their role.
- b. To ensure that appropriate levels of personal management (including wellbeing), mentoring, and professional development are available to all staff.
- c. To evaluate the standards of teaching and learning in the school, and ensure that proper standards of professional performance are established and maintained.
- d. To support all staff members in the performance of their work by providing clear expectations and guidance, encouraging responsibility in their own management, and valuing each individual's contribution and responsibilities.
- e. To ensure that teachers receive information needed to carry out their professional duties effectively (including advice from LA and DfE).
- f. To fulfil the requirements for the appraisal of staff and to involve staff in decision making processes related to school development.
- g. To monitor and review staff deployment and ensure the most effective use of human resources.
- h. To ensure all entitled staff take breaks of reasonable length during each school day.
- i. To carry out required personnel procedures including disciplinary procedures.
- j. To maintain positive relationships with Staff Unions and Professional Associations.

5. Governing Body

- a. To encourage all Governors to participate in school life and activities.
- b. To attend, provide information for, and report to Governors' full and special committee meetings including:
 - School Development Plan
 - Termly reports
 - Budget reports

- Any other relevant information
- c. To ensure Governors are fully conversant with the workings of the school and to assist and support them in the fulfilment of their responsibilities.
- d. To present LA and DfE advice to Governors when formulating policy.

6. School Improvement

- a. To formulate and develop strong and clear leadership in line with all current legislation.
- b. To formulate the overall aims and objectives of the school, and policies for their implementation, and to ensure that they are effectively communicated and understood by staff, parents and others with a legitimate interest in the life and work of the school
- c. To keep the work and organisation of the school under review, maintain a development plan, and ensure its implementation in the context of the school's budget, and school, LA and national developments.
- d. To initiate and maintain effective administration procedures and records to ensure the efficient operation of the school.
- e. To complete any statistical returns, follow given procedures and write any necessary reports which may be required by the LA and other relevant bodies, in compliance with current Data Protection legislation.

7. The Curriculum

- a. To develop, implement and monitor curriculum policies within the school.
- b. To ensure a broad and balanced curriculum, relevant to the abilities, aptitudes and needs of all pupils, set firmly within the framework of the National Curriculum, and with scope for differentiation to cover the full age and ability range within the school, and cross-linked between subject areas.
- c. To have careful regard to the Early Years and Foundation Stage Curriculum, and how this feeds into the National Curriculum.
- d. To ensure that there are appropriate schemes of work and planning methods to cater for both individual pupils' learning needs, and the creative delivery of the curriculum, and to monitor their implementation.
- e. To ensure that adequate and appropriate records of pupil performance are maintained to promote continuity of learning and progress in school and on transfer.
- f. To ensure that each pupil has a carefully considered Individual Learning Plan that reflects his/her learning needs and is regularly reviewed and reformulated.
- g. To ensure that the National Curriculum, Religious Education, PHSE and Citizenship are delivered as a minimum requirement and that collective worship takes place in accordance with legal requirements.
- h. To ensure the school takes account of local and national initiatives and policies relevant to teaching and learning.
- i. To ensure the ongoing monitoring, regular evaluation and development of the curriculum by maintaining close links with classroom practice and teaching throughout the school when the opportunity arises and on a timetabled basis.
- j. In consultation with staff, to develop appropriate criteria for the evaluation of the effectiveness of both teaching and learning, and to use the results to initiate improvement and development.

8. Finance, premises and resources

- a. To manage all the delegated financial resources available to the school taking into account the changing needs of the school population, the school development plan, and the need to maintain the high and well regarded status of the school.
- b. To manage financial resources made available to the school by private means.
- c. To maintain appropriate records, accounts and monitoring information, ensuring all conditions are met in line with current legislation.
- d. To propose to the Governing Body a balanced budget that meets the needs of the school and takes particular cognisance of the School Development Plan.
- e. To monitor the monthly budget reports and to take action as appropriate.
- f. To present the termly budget reports to the Finance Committee with an analysis of the figures therein.
- g. To take opportunities to generate new income for the school where appropriate, advising and making recommendations to the Governing Body for their approval.
- h. To supervise the maintenance and security of equipment and accommodation.
- i. To provide an appropriate safe and stimulating environment within which high quality educational opportunities will be made available to all pupils. This will include oversight, monitoring and evaluation of services provided by the LA and other agencies.
- j. In the capacity of Premises Manager, ensure that the building and its contents are well maintained, cleaned and repaired as necessary.
- k. To allocate, supply and maintain resources and equipment in line with school policies and development plan.

9. Parents/carers

- a. To ensure that parent/carer participation is fully encourage and that parents/carers have appropriate access to all aspects of planning for their child, information about school policies and developments, and are made to feel welcome in school.
- b. To have due regard for parents'/carers' needs, requirements and entitlements and to provide counselling and guidance to learners and parents/carers as appropriate, and to liaise with other agencies on their behalf.
- c. To ensure that statutory requirements for reporting to parents/carers through the Annual Report and the Annual Review of the Statement of Special Educational Needs are met, and that the school's own procedures for informing and reporting to parents are followed.

10. Liaison

- a. To maintain a high profile within the community, developing the school as an integral part of the community and to include the school in the life of the community wherever possible.
- b. To develop and promote effective communication processes with all involved in the school, including being available to colleagues and Governors, to discuss matters of concern to them.
- c. To share with schools and other educational establishments in developments for both individual children and the school as a whole.
- d. To link and work collaboratively with the LA, statutory and voluntary agencies, local businesses, link schools and the wider community, ensuring multi-professional working in line with good practice for pupil learning and welfare.

- e. To work with the LA to develop educational services, structures and procedures within North Lincolnshire.
- f. To ensure compliance with all LA and DfE policy requirements in consultation with Governors and staff.
- g. To consult with the LA and DfE representatives as appropriate.
- h. To assist in the education and training of those who may, in the future, work within the field.
- i. To ensure efficient and effective collaboration with colleagues working within school, in order that their contribution to each pupil's progress is fully incorporated into planning and practice.