



Together, We Can Do It!

Catherine Junior School Headteacher

Job Description

Leadership Spine: L17- L23

Responsible to: The Governing Body

National Standards for Headteachers

This job description is based on the Department for Education's (DfE) National Standards for Headteachers dated 13th October 2020. The Headteacher will carry out their professional duties in accordance with, and subject to, the National Conditions of Employment for Headteachers and Education and Employment legislation

Main purpose

The headteacher will:

- Establish and sustain the school's ethos and strategic direction, together with the Governing Body and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify challenges and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Ensure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively
- Work collaboratively and productively with the Governing body and other schools and agencies within the local Authority to optimise the performance of the school

Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Duties and responsibilities

School culture and behaviour

The headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Enable a culture of high professionalism amongst staff
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school

- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on research and evidence
- Ensure that the statutory requirements of the National Curriculum are met
- Establish a broad, balanced and coherent curriculum to enable pupils to leave the school able to take advantages of opportunities and experiences in later life
- Ensure teaching is underpinned by subject expertise
- Effectively use formative and summarise assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read to an age appropriate expectation
- Undertake teaching where necessary

Additional and special educational needs (SEN) and disabilities

The headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with additional needs
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.
- Ensure that the school's policies enable access to learning for all

Managing the school

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Operate effective financial management linked directly to delivery of the curriculum in all its forms

Professional development

The headteacher will:

- Ensure all staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education so that the school is able to meet current and future requirements including resources management
- Make sure professional development opportunities draw on experts both within, and beyond the school
- Seek training and continuing professional development to meet the needs of all staff members
- Ensure appropriate understanding of legislation relevant to all aspects of school life

Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Establish constructive relationships within and beyond the school by working alongside the community and parents
- Work successfully with other schools and organisations for mutual benefit and support
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Attend all termly Governing Body (GB) meetings and advise the GB on policies and their implementation

Other areas of responsibility

Any other duties which may be required from time to time to meet the required level of provision for the school and commensurate with the role

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.

The Headteacher is accountable to the Governing Body represented by the Chair for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE may make.

This job description is subject to annual review