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| **Head Teacher – Job Description** |  |

The School Teachers’ Pay and Conditions Document gives detail of the role and professional responsibilities of the Head Teacher. Within that framework, the Governing Body and Local Authority are seeking to emphasise the following:

**Job details**

**Job title: Head Teacher**

**Salary: L8-L21**

**Contract type:** **Full-time; Permanent**

**Reporting to:** **Chair of Governors**

**Responsible for:** **EYFS (Reception Year) and Key Stage 1**

**Main purpose**

The Head Teacher will:

* Be an exceptional leader for an outstanding village school. Chalfont St Peter Infant School is a very successful, well-established, two-form-entry school in a thriving community, supported by an active and enthusiastic staff team, PTA and governing body.
* Bring a restless desire to continually improve school-experience and educational attainment for our wonderful young pupils
* Work with the Governors to foster the school’s ethos and values in a happy, enthusiastic, creative, respectful, inclusive, caring and high achieving environment.
* Communicate the school’s vision and values compellingly and proactively.
* Formulate the aims and objectives of the school and establish policies and procedures to deliver them.
* Manage staff and resources skilfully to achieve those aims.
* Lead by example and model best practice regarding professional conduct, workload and personal development.
* Be an excellent class teacher, a role model both for the Staff and also within our local community.
* Work collaboratively with all stakeholders, feeder preschools, follow-on schools and third-party providers.
* Have experience of and readiness for the Ofsted inspection.
* Demonstrate leadership in helping the school to re-emerge from the extremely challenging circumstances of the global pandemic.

**Duties and responsibilities**

**Qualities and knowledge**

* Lead by example, holding and articulating clear values and moral purpose, and focus on providing excellent education for all pupils.
* Build positive relationships with all members of the school community, celebrating diversity and promoting respect and understanding.
* Keep up to date with educational developments, and have a good knowledge of education systems locally, nationally and globally.
* Embrace new initiatives and requirements, translating policy into the school’s context.
* Seek training and continued professional development to meet own needs.

**Pupils and staff**

* Foster a positive, inclusive and nurturing learning environment for all pupils, in which to develop to their full potential.
* Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil progress and outcomes.
* Ensure excellent teaching across the school, providing ongoing training and development for staff.
* Maintain a culture of ‘open classrooms’ as a basis for sharing best practice.
* Create an ethos within which all staff and pupils are motivated and supported to enrich their skills and knowledge.
* Identify emerging talents, coaching current and aspiring leaders.
* Hold all staff to account for their professional conduct and practice.

**Systems and processes**

* Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose.
* Ensure systems and processes are also mindful of staff and pupil well-being.
* Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
* Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
* Welcome and work with the governing board as appropriate, providing the information it needs to govern effectively.
* Lead strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
* Support distribution of leadership within the school.

**The self-improving school system**

* Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils.
* Develop effective relationships with fellow professionals.
* Model entrepreneurial and innovative approaches to school improvement and leadership.
* Maximise technological opportunities to enhance learning and communication capabilities.
* Inspire and influence others to believe in the fundamental importance of education in children’s lives and to promote the value of education.

The Head Teacher will be required to safeguard and promote the welfare of all children and follow school policies and the staff code of conduct.

Chalfont St Peter Infant School is committed to inclusivity for all and as such welcome applications from all backgrounds. In line with safer recruitment an enhanced DBS check will be required for the successful candidate.

The above list of duties and responsibilities is not exhaustive but gives an indication of the main aspects of the role. The job description and person specification will be regularly reviewed by the Head Teacher and Governing Body.

**Person specification**

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| **Criteria** | **Qualities** | **Essential/Desirable** | **Method**  **Of**  **Assessment\*** |
| **Qualifications** | * Qualified teacher status * Degree * National professional qualification for headship (NPQH) * Evidence of CPD | (E)  (E)  (D)  (E) | A/C  A/C  A/C  A |
| **Experience** | * Successful leadership and management experience in primary school(s) across both EYFS and Key Stage 1 * Teaching experience in 2 or more schools as QTS * Involvement in school self-evaluation and development planning * Demonstrable experience of successful line management and staff development * Direct experience of being Designated Safeguarding Lead * Direct experience of being SENCO * Experience of effective management of people * Recent experience of successful Ofsted inspection | (E)  (D)  (E)  (E)  (E)  (D)  (E)  (D) | A/I  A  A/I  A/R/I  A/C/I  A/C/I  A/I  A/I |
| **Skills and knowledge** | * Data analysis skills, and the ability to use data to set targets and identify weaknesses * Understanding of high-quality teaching, and the ability to model this for others and support others to improve * Understanding of school finances and financial management * Excellent oral and written communication skills * Strong interpersonal skills * Ability to communicate a vision and inspire others * Ability to build effective working relationships with key stakeholders | (E)    (E)  (E)  (E)  (E)  (E)  (E) | A/I    A/I  A/I  A/I  I  A/I  A/I |
| **Personal qualities** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * A willingness to embrace change and develop strong teams to manage it effectively * Ambition and resilience with high expectations and good judgement * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality | (E)  (E)  (E)  (E)  (E)  (E) | A/I  A/I    A/I  A/I  A/I  A/I |

\*A = Application form, C = Certification, I = Interview, R = References

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Date: May 2021**

**Line manager’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Postholder’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_