



**Clarborough Primary School**

**Job Description for Head Teacher**

<b>Head Teacher</b>
<b>Name:</b>
<b>Salary Range (IPR*1):12-18</b>
<b>Date of Issue:</b>
This job description sets out the areas of responsibility and accountability of the post.

\*1 IPR determined in accordance with the School Pay Policy and Toolkit. For maintained schools Appendix 2a-c must be forwarded to HR Service with appointment details.

1.0 Core requirements	Core requirements
1.1	The appointment is to the post of Head Teacher of the School. As Head Teacher you shall carry out your professional duties as circumstances may reasonably require as provided for under the relevant sections of the School Teachers’ Pay and Conditions Document (STPCD), including Part 7 (STPCD), the “Contractual framework for teachers – Headteachers – overriding requirements” attached as <b>Appendix A</b> ; the <a href="#">Teachers’ Standards</a> ; other applicable legislation, in particular the Education Act 1996 (c56), regulations, instrument of government; policies agreed by the governing body for which it is responsible, by the authority with respect to matters for which the governing body is not responsible or by the employer. The current STPCD may be found at <a href="http://www.education.gov.uk">www.education.gov.uk</a>
1.2	The Head Teacher’s responsibilities may be delegated to the, deputy head teacher, assistant head teacher or other member of staff consistent with their conditions of employment and the nature and extent of their management responsibilities as determined by the governing body.
1.3	In addition to the duties specified, you may be required to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post as defined, subject to the proviso that normally

	any changes of a permanent nature shall be reviewed by the governing body and incorporated into the job description.
1.4	This job description recognises that the Teachers' Standards (2011, as amended), including the personal and professional Code of Conduct applies to all teachers, including the Head Teacher.
1.5	Should circumstances arise which require this job description to be reviewed and amended, any changes will be discussed with the post holder in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the Governing Body who may wish to seek advice and support from the employer, officers within the Children's and Families Department and or their advisors as appropriate.
1.6	You are required to carry out your duties and responsibilities as headteacher in line with the expectations of the Headteachers Standards 2020 which may be found at: <a href="https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020">https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020</a>
1.6	This job description does not form part of the Contract of Employment.

<b>2.0 Main Purpose of the Job</b>	
<b>Head Teacher</b>	
2.1	Responsible for providing overall strategic leadership development and with others, lead and develop the strategic direction, vision and values to enable the school to deliver its aims and priorities. Manage the implementation of key strategic priorities, harnessing and deploying resources to secure key objectives within agreed timeframes.
2.2	Overall responsibility for all the Business and System infrastructure. Responsible for the day-to-day leadership and management of the school and for day to day and operational management and organisation.
2.3	Responsible and accountable to the Governing Body for oversight of the quality and effectiveness of leadership at all levels, teaching and learning and outcomes for all pupils in the school.

<b>3.0 Key responsibilities – vision, direction, development</b>	
<b>Head Teacher</b>	
3.1	The Head Teacher will lead, develop and have overall responsibility for recruiting, inducting, retaining and deploying high-quality staff appropriately so that the vision, aims and key priorities for the school can be achieved.
3.2	To ensure that all staff are seen as the major resource in achieving success in the school. The Head Teacher will determine and secure arrangements and have the lead role for effectively leading, appraising, managing, encouraging, developing and supporting staff and actively and visibly demonstrating his / her responsibility towards them.
3.3	Responsible for the overall and day-to-day organisation, management and control of the school. In carrying out his /her duties the Head Teacher will consult, as appropriate, with the staff of the school, the Governing Body, pupils and the parents

and carers of its pupils working collaboratively with other leaders.

- 3.4 To lead strategically and on a day-to-day basis to ensure effective accountability systems are in place to secure school effectiveness and for reporting accurately on outcomes to the Governing Body and other key stakeholders.

#### 4.0 Standards - Pupils and Staff

##### Head Teacher

- 4.1 Demands ambitious standards for all pupils, as demonstrated in their own teaching and leadership responsibilities, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- 4.2 Secures good teaching across the schools with increasing elements of outstanding through a comprehensive understanding of:
- how pupils learn
  - barriers to learning, especially for disadvantaged learners and proven strategies to overcome these
  - the core features of effective classroom practice, including securing effective behaviour for learning, and curriculum design leading to rich curriculum opportunities and the securing of pupils' well-being, effective learning and appropriate attainment and progress.
- 4.3 Creates and establishes the conditions for an educational culture of sharing best practice within the school, drawing on and conducting relevant research and robust data analysis which contribute to effective learning.
- 4.4 Creates an ethos within the school so that all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- 4.5 Identifies emerging talents, and establish a working environment where current and aspiring leaders are coached in a climate where excellence is the standard, leading to clear succession planning.
- 4.6 Leads and promotes the health, safety and well-being of all pupils within the school.
- 4.7 Holds all staff to account for their professional conduct and the effectiveness of their practice.

#### 5.0 Systems and process

##### Head Teacher

- 5.1 Ensures that the policies, systems, organisation, processes and Health and Safety responsibilities are well developed, well considered, meet legal and statutory requirements, secure best practice, are efficient, fit for purpose, evaluated, regularly reviewed and effectively implemented and appropriately shared with key stakeholders, upholding the principles of transparency, equality, integrity and probity and fulfil the school's vision, aims and policies.
- 5.2 Provides a safe, calm and well-ordered environment for all staff and pupils, focussed on safeguarding pupils and their exemplary behaviour in school and in the wider society.

5.3	To ensure that robust arrangements are in place for any causes of concern relating to the welfare and safety of children to be reported to the designated person, the headteacher, or if unavailable the designated safeguarding governor or member of the senior leadership team. To ensure that all staff, including the headteacher, attend safeguarding training/refresher training as required so that knowledge and understanding of all staff is maintained.
5.4	Promotes harmonious working relationships, well-being and a healthy balance between work and other commitments for all staff.
5.5	Leads and establishes rigorous, fair and transparent policies, systems and processes, which recognise success and effective practice, are evaluated and regularly reviewed to ensure that they are fit for purpose and adapted to the schools' setting in order to: <ul style="list-style-type: none"> <li>• manage the performance of all staff</li> <li>• address any under-performance</li> <li>• support staff to improve</li> </ul>
5.6	Ensures through appraisal for all teachers in the school that decisions relating to appraisal and pay progression are clearly linked to performance. Advises the governing body on pay recommendations for all staff.
5.7	Establishes and implements arrangements for strong governance, developing positive and professional working relationships and actively ensuring that the Governing Body understands its role and delivers its functions effectively, in particular its functions to determine school strategy and to hold the Head Teacher to account for pupil, staff and financial performance.
5.8	Develops and implements strategic, curriculum / pupil needs-led financial planning and effective financial management and control, to achieve value for money and ensure the appropriate, effective affordable deployment of budgets and resources, in the best interests of pupils' achievements and the sustainability of the school.
5.9	To ensure that leadership is distributed within the school, establishing teams of colleagues who have distinct roles and responsibilities, clearly set out and shared so that all staff are empowered to hold each other to account for their decision making and impact.
5.10	To ensure that arrangements are in place for the effective management of the school in the absence of the Head Teacher.

## 6.0 The self-improving school system

### Head Teacher

6.1	Provides strategic leadership and coordination to create an outward-facing school which works effectively with other schools, partners and key stakeholders, including parents and carers, - in a climate of mutual challenge and support - to secure the development of best practice so that all pupils achieve their potential by making good progress from their starting points.
6.2	Overall responsibility to develop and maintain effective relationships with fellow professionals, colleagues in public services and in the business and voluntary sector and Trade Unions representing staff in the school to improve academic and social

	outcomes for all pupils.
6.3	Challenges traditional practice in education in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame a self-regulating and self-improving school.
6.4	Shapes the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
6.5	Ensures that all staff understand the importance of and are open to engaging with innovative approaches to school improvement, leadership and governance, in the best interest of pupils, based on research of models with proven impact.

<b>7.0 Competencies - Qualities and knowledge</b>	
<b>Head Teacher</b>	
7.1	Holds and articulates clear values and moral purpose, focussed on providing a world-class education for the pupils he/she serves.
7.2	Demonstrates optimistic personal behaviour, positive relationships and attitudes towards staff and pupils, and towards parents and carers, governors and members of the local community.
7.3	Leads by example - with integrity, creativity, resilience, and clarity - drawing on his/her own knowledge, continuous learning, expertise and skills, and that of those around them. Participates in the arrangements for appraisal and review of his/her own performance in line with the schools' policy and expectations.
7.4	Sustains wide, current knowledge and understanding of education and school systems locally, nationally and globally, and takes responsibility for his/her own continuous professional development.
7.5	At all times, displays political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the schools' context.
7.6	Effectively communicates the schools' vision and drives the strategic leadership, empowering all staff and pupils to excel.
7.7	Inspires and influences 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.

<b>8.0 Particular Additional Responsibilities attached to the post (add any other specific responsibilities in this section)</b>	
<b>Head Teacher</b>	
8.1	Ensures that leadership teams work within the Area Strategy Groups and other appropriate Networks and that school responsibilities are determined through appraisal and cycle of regular management meetings.
8.2	Manages the appraisal for the designated posts as set out in School's Appraisal policy and ensures that the appraisal arrangements are effectively monitored in line with the School Appraisal and Pay Policies.

8.3	Leads the Staff Leadership Development Programme, to ensure the development of middle and senior leaders, providing reasonable time during the school sessions to discharge their leadership and management responsibilities.
8.4	Leads regular senior leadership and staff meetings ensuring that as appropriate staff lead sessions and presentations.
8.5	Leads the induction programme for new staff recruited to the School.
8.6	Takes responsibility for the development and maintenance of all planning tools and documents (including SEF, Improvement Plans, Key Performance indicators, Best Practice Evidence etc).
8.7	Takes responsibility for excluding pupils for a fixed period(s) of no more than 45 days in a year or permanently.
8.8	Facilitates a "Pupil Voice" to ensure that pupils can contribute to the development of the school.
8.9	The Head Teacher is entitled to a break of reasonable length in the course of each school day and must arrange for a suitable person to assume responsibility for the discharge of their functions during that break.

9.0 Signatures	
<b>9.1 Head Teacher</b>	<b>Signatures and date</b>
<b>Date Issued :</b>	
<b>Print Name(employee):</b>	
<b>Signed (employee):</b>	
<b>Date:</b>	
<b>9.2 Chair of Governors</b>	
<b>Signed (C of G):</b>	
<b>Date:</b>	
<b>Copy to Head Teacher, Personal File, Employer</b>	

Attachment – Appendix A  
Attachment – Person Specification

*Revised June 2019 AW (HR / DW (EIS)*

## **Appendix A - Head Teacher Job Description - Contractual framework for Headteachers** *(revised June 2019 AW (HR) / DW (EIS) )*

### **43 Introduction**

43.1 This section sets out the contractual framework within which all teachers, including headteachers, operate. It also includes high level responsibilities for all teachers and headteachers and their statutory entitlements.

### **44. Headteachers – overriding requirements**

44.1. A headteacher's professional duties must be carried out in accordance with and subject to:

- a) the provisions of all applicable legislation and any orders and regulations having effect under the applicable legislation, and in particular the Education Act 1996<sup>(20)</sup> and the Act;
- b) the instrument of government of the headteacher's school;
- c) any rules, regulations or policies made either by the governing body on matters for which it is responsible, by the authority with respect to matters for which the governing body is not responsible or by the headteacher's employers;
- d) where the school is a voluntary, foundation or foundation special school, any trust deed that applies to the school;
- e) any scheme prepared or maintained by the authority under section 48 of the School Standards and Framework Act 1998<sup>(21)</sup>;
- f) the terms of their appointment.

(20) 1996 (c.56), (21) 1998 (c.31).

### **45. Delegation**

45.1. The professional responsibilities of a headteacher under paragraph 46.9 must not be delegated other than in accordance with paragraph 48.2.

45.2. Subject to paragraph 45.1, a headteacher's responsibilities may be delegated to a deputy headteacher, assistant headteacher or other member of the staff in a manner consistent with their conditions of employment, having regard to the nature and extent of their management responsibilities, and maintaining a reasonable balance between work and other commitments for each teacher in accordance with paragraph 51.4.

### **46. Professional responsibilities**

46.1. A headteacher may be required to undertake the following duties:

#### **Whole school organisation, strategy and development**

46.2. Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school.

46.3. Develop, implement and evaluate the school's policies, practices and procedures.

#### **Teaching**

46.4. Lead and manage teaching and learning throughout the school, including ensuring, save in exceptional circumstances, that a teacher is assigned in the school timetable to every class or group of pupils:

- a) in the first, second, third and fourth key stages, for foundation and other core subjects and religious education; and,
- b) in the preliminary stages.

46.5. Teach.

### **Health, safety and discipline**

46.6. Promote the safety and well-being of pupils and staff.

46.7. Ensure good order and discipline amongst pupils and staff.

### **Management of staff and resources**

46.8. Lead, manage and develop the staff, including appraising and managing performance.

46.9. Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers, including on whether a teacher at the school who applied to be paid on the upper pay range should be paid on that range.

46.10. Organise and deploy resources within the school.

46.11. Promote harmonious working relationships within the school.

46.12. Maintain relationships with organisations representing teachers and other members of the staff.

46.13. Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

### **Professional development**

46.14. Promote the participation of staff in relevant continuing professional development.

46.15. Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.

46.16. Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

### **Communication**

46.17. Consult and communicate with the governing body, staff, pupils, parents and carers.

### **Work with colleagues and other relevant professionals**

46.18. Collaborate and work with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies.

## **47. Rights conferred**

47.1. In addition to the provisions of paragraph 51 the following rights apply:

### **Dedicated headship time**

47.2. A headteacher is entitled to a reasonable amount of time during school sessions, having regard to their teaching responsibilities, for the purpose of discharging their leadership and management responsibilities.

## **Daily break**

47.3. A headteacher is entitled to a break of reasonable length in the course of each school day, and must arrange for a suitable person to assume responsibility for the discharge of their functions as headteacher during that break.

*(Extract from the School Teachers Pay and Conditions Document 2018 – Part 7 paragraphs 43-47)*

*Revised June 2019*