



## Job Description

Position: Headteacher

Pay Range: Group 3 L16 – L24 / £61,166 – £73,559

Responsible to: School Governing Body & Local Authority

**Responsible for:** Carrying out the duties in line with the conditions of employment as set out in the current School Teachers Pay and Conditions document, the National Standards of Excellence for Headteachers (2020) and the policies and procedures of the Governing Body.

### Purpose

The Headteacher will be an inspirational, professional, and dynamic leader with the vision, drive, and passion to build upon the school's strengths and achievements. You will inspire, challenge and motivate all members of the school community, ensuring all children in our school receive the best possible educational experience to enable them to succeed and develop vital skills for the future.

The Headteacher will be responsible for ensuring:

- The school's strategic plan considers the views of parent, carers, children, and staff
- All aims and objectives are met fully by the appropriate deployment of human and financial resources
- All staff put safeguarding and the welfare of children at the heart of what they do, so that all children are safe and can develop their abilities in a nurturing and inclusive environment, where discipline and good behaviour allow them to participate, learn, enjoy and achieve.

### Culture and ethos

- Ensure that the school's vision to lay the foundations for life is clearly defined, shared, understood and implemented effectively by the whole school community
- Provide inspiration and motivation for pupils, staff, governors, and parents; demonstrating the school's values at all times
- Work with the Governing Body to create and implement a strategic and sustainable plan based on sound financial planning so that the school can continue to improve and strive to be outstanding
- Ensure creativity, innovation, and the use of appropriate technologies are used to achieve high standards and ensure our children have developed vital skills for the future

- Maintain and build on the strong relationships that exist with parents, the local community, and multi-agency partners
- Create a culture of inclusivity, valuing all members of the school community, and actively celebrating diversity and inclusion
- Ensure a culture of high expectations and staff professionalism
- Promote a culture that respects the mental health and well-being of children and staff

### **Curriculum and teaching**

- Promote an inspirational, exciting, stimulating and challenging curriculum that inspires and celebrates success and love of learning
- Implement a broad and balanced curriculum which meets the requirements of the National Curriculum and the aims of the school, providing progression and continuity for children
- Ensure that the curriculum is appropriate to meet the needs of all children
- Maintain and develop effective curriculum leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- Ensure that the curriculum promotes and supports the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of all pupils
- Ensure that effective and proportionate approaches are used when assessing children
- Establish and sustain high-quality teaching across subjects and phases, built on an evidence-based understanding of effective teaching and how children learn
- Ensure that teaching is supported by high levels of subject expertise
- Create an ethos and curriculum in which children feel safe, recognise risks, and know how to keep themselves safe

### **Behaviour**

- Implement strategies which secure high standards of behaviour and attendance, pupil welfare and citizenship
- Manage behaviour consistently, fairly, and respectfully and effectively implement the school's behaviour policy and commitment to restorative practice, attachment and trauma.
- Ensure that all adults within the school both teach and model the behaviour of a good citizen

### **Working in partnership**

- Engage with parents, carers, and the local community to secure the commitment to the vision and direction of the school
- Act as an ambassador for the school at all times in a manner that upholds its values and ethos
- Work in partnership with other schools, the local authority, and multi-agency partners to improve outcomes for children

## **Professional development**

- Lead, motivate, support, develop, and challenge staff
- Create an environment in which staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Challenge under-performance at all levels and ensure that corrective action is taken to secure improvement
- Be committed to the continuing professional development of staff and succession planning to identify and develop potential future leaders
- Manage change effectively, drawing on expertise from internal and external sources where needed

## **Additional special educational needs and disabilities (SEND)**

- Ensure that the school has ambitious expectations for all children, including those who are disadvantaged and/or with additional special educational needs and/or disabilities
- Work effectively in partnership with parents, carers, and professionals to identify additional needs and provide support and adaptation where appropriate
- Ensure a consistent and continuous school-wide approach to maximise every child's progress and attainment

## **Governance, accountability, and continuous school improvement**

- Ensure that all staff put safeguarding and the welfare of children at the heart of what they do, so that all children are safe and can develop their abilities in a nurturing and inclusive environment
- Develop a culture where all staff recognise that they are accountable for the success of the school and its reputation
- Agree and set appropriate priorities for expenditure with the Governing Body; allocate funds and monitor the effective administration of the school budget so that the school secures its objectives
- Work with Governors to identify evidence-based priority areas for improvement and implement and incorporate into the school development plan
- Ensure effective change management which leads to sustained school improvement and outcomes for children
- Maintain a rigorous and robust system of assessment where pupil performance information is used regularly and effectively to inform planning and improve outcomes
- Work with the Governing Body to analyse and plan for the future needs and development of the school
- Present an accurate account of the school's performance to the Governing Body.

### **Additional requirements**

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

Please note this document 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 Headteacher may be asked by the Governing Body to undertake other duties reasonably as falling within the duties and responsibilities of the post. This job description will be reviewed annually at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the post holder.

May 2022