**MARCH 2024 - CORBY GLEN COMMUNITY PRIMARY SCHOOL**

JOB DESCRIPTION: Headteacher, full time, permanent.

The Headteacher is expected to be a visionary leader who continually inspires and motivates colleagues to provide outstanding teaching and learning. He/She is expected to be a clear thinker and an excellent communicator. He/She should engender respect and trust throughout the school, and be able to plan and deliver improvements through effective management and delegation. He/She is expected to work closely with the governing body to ensure all children in our inclusive school are eager to learn, reach their full potential, and grow as emotionally intelligent young people.

The Headteacher will have high expectations of themselves as well as of colleagues, parents and the pupils, and will show professional accountability as well as strong commitment and loyalty to the school. He/She will be welcoming and friendly as is appropriate for a school which is held in high esteem and affection by the local community.

The Headteacher will be required to carry out the statutory duties for Headteachers as set out in the annually published School Teachers’ Pay and Conditions Document.

**Salary**

Group 1 School - Salary dependent on experience to be agreed between spine L6-L12.

**Line of responsibility**

The Headteacher is directly responsible to the School’s governing body through the Chair of the Governing body.

**Line management**

The Headteacher shall ensure effective line management of all members of the school’s teaching staff and secure effective line management of all other staff.

**Key roles and responsibilities**

**Shaping the future**

1. Ensure that the school’s ethos and vision is clearly articulated, understood and acted upon effectively by all members of the school community.

 2. Translate the ethos and vision into agreed objectives and deliver on these.

 3. Demonstrate the vision and values of the school in everyday work and practice.

 4. Motivate and work with others to create a shared culture in a school that strives for continuous improvement, prioritises inclusivity, excellence in learning, and providing an extended curriculum.

 5. Be willing to innovate, teach, take on new challenges and be a leader in the field of education, especially with regard to the place of research in primary schools.

**Leading teaching and learning**

1. Ensure outstanding teaching and learning, whether curricular or extra-curricular, is at the core of strategic planning, resource management and effective delivery.

 2. Promote an exciting and challenging curriculum that inspires children to develop their own ‘learning to learn’ skills.

 3. Ensure a culture and ethos of challenge and support where all pupils can reach their full potential and maximize their engagement in their learning.

 4. Demonstrate and articulate high expectations and set stretching targets for all.

 5. Ensure that differentiated learning opportunities and strategies are in place to support those pupils with additional needs (including children with learning barriers and behavioural difficulties or challenges).

 6. Communicate and work closely with families both directly but also via the staff team to ensure that learning is supported at home.

 7. Monitor, evaluate and review classroom practice and collaboratively develop improvement strategies.

 8. Challenge underperformance at all levels (within the staff team but also by pupils) and ensure effective corrective action.

 9. Ensure that the curriculum is regularly reviewed, evaluated and updated, taking account of local and national initiatives, policies and statutes, in co-operation with colleagues and the governing body.

 10. Ensure that a broad range of extra-curricular activities flourishes at the school in order to support a diversity of challenge and stimulation for all.

 11. Ensure the maintenance of high standards of behaviour and attendance of the pupils.

 12. Support and encourage all staff to find and use opportunities to support the development of the whole child through moral, social and cultural activities.

 13. Foster an atmosphere and culture where staff feel able to speak out if there are concerns relating to behaviour, actions or attitudes exhibited by others which contravene the school ethos and values.

 14. Ensure the provision of excellent pastoral care and support for all pupils.

 15. Ensure child protection and safeguarding are given high priority at all times.

 16. Be prepared to undertake such teaching duties as may be required to facilitate the smooth running of the school.

**Developing self and working with others**

1. Engage, empower and inspire the teaching team, building on their professional experience and encouraging individual potential.

 2. Treat people fairly with dignity and respect to maintain the positive school culture.

 3. Build a collaborative culture within the school (at all levels – within the staff, between staff and governors and between staff, pupils and their families).

 4. Actively engage with other local schools, to develop best practice, support joint learning and make efficient use of resources.

 5. Develop and maintain effective strategies and procedures for staff induction, professional development, performance review and staff retention.

 6. Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, with clear delegation of tasks and devolution of responsibilities.

 7. Acknowledge the responsibilities and celebrate the achievements of individuals and teams.

 8. Review annually the professional development of all staff at the school and report progress and actions to the governing body.

 9. Regularly review own practice, set personal targets and take responsibility for own personal development by participating positively in the arrangements made for the appraisal of Headteacher performance.

 10. Manage own workload and that of others to allow an appropriate work / life balance.

**Managing the organisation**

1. Ensure that outstanding teaching remains a prime focus by recruiting, developing and nurturing this core value in all teaching and support staff.

 2. Create an organisational structure that reflects the school’s ethos, and enable the management systems, structures and processes to work effectively in line with legal requirements.

 3. Work with the governing body and to produce and implement clear, evidence-based plans and policies for the development of the school and its facilities.

 4. Manage the school’s financial and human resources effectively and efficiently to achieve the school’s goals and priorities within agreed budget.

 5. Further develop and implement appropriate performance management processes for all staff.

 6. Ensure the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money,

 7. Manage and organise the school infra-structure and environment efficiently and effectively to ensure that it meets the needs of the school including all health and safety regulations.

 8. Assume the role of accounting officer as defined by the Education Funding Agency.

 9. Have knowledge or experience of working within a Multi Academy Trust.

**Securing accountability**

1. Ensure that everyone across the school community works collaboratively, shares knowledge, celebrates success and accepts responsibility for outcomes.

 2. Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.

 3. Use a range of evidence including national data and the school’s own performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance.

 4. Work with the governing body to provide accurate and up to date information relating to the school’s performance (both achievements and areas for development) to a range of audiences.

 5. Work closely with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.

**Strengthening community links**

1. Promote and engender positive community cohesion especially through strong relationships with the Friends of Corby Glen Community Primary School; and other volunteers who play such a vital role in the school.

 2. Collaborate with other local schools in order to share expertise, bring positive benefits to the school and ensure a secure and happy transition to local secondary schools.

 3. Collaborate, at both strategic and operational levels, with parents, carers and other relevant agencies to secure the well-being of all children at the school.

**General**

The Headteacher will take overall responsibility for the organisation and management of the school in accordance with: the articles of association of the academy; the academy’s Funding Agreement; the statutory conditions of employment of headteachers and the policies of the governing body of the academy.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.