



"Love God, Love Learning Love Life"

Corvedale Church of England (Aided) Primary School & Nursery

JOB DESCRIPTION - Headteacher

JOB TITLE:	Headteacher
SALARY RANGE:	Leadership Spine Range L11 £60,488 – L15 £66,628
POST STATUS:	Permanent
RESPONSIBLE TO:	The Governing Body of Corvedale C of E Primary School and Nursery
REPORTING TO:	The chair of governors
RESPONSIBLE FOR:	All teaching, administrative and other staff employed by the governing body at the school and the Nursery
TEACHING COMMITMENT:	0.5 - Teaching 2.5 days per week

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. This position is subject to an enhanced Disclosure and Barring Service check, satisfactory references, and proof of qualifications and the right to work in the UK.

The statutory conditions of the headteacher are laid down in the School Teacher's Pay and Conditions Document and the key areas of headship are contained in the DfE National Standards for Headteachers. The following details summarise the main tasks expected of the head of the school. Please note that this job description 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 required to do other reasonable duties delegated by the board of governors.

Main purpose

The headteacher will:

- Provide professional vision and leadership for the school and nursery which secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and outcomes for pupils.
- Maintain and develop our Christian Ethos in collaboration with the governing body, diocese and staff.
- Establish and articulate a strategic vision, aims and objectives of the school and nursery together with the governing body and in consultation with the school community.

- Identify problems and barriers to school and nursery effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context in collaboration with other professionals.
- Ensure that these improvement strategies are implemented effectively.
- Monitor and report progress towards achieving the school and nursery's aims and objectives.
- Allocate financial resources appropriately, efficiently and effectively.
- Ensure that, and satisfy the governors that, school policies and practices comply with national, local and school requirements and monitor and evaluate their impact taking appropriate improvement actions.
- Lead strategic projects at the school as agreed with the governing body.
- Represent the school in the outside world professionally.
- Prepare the school for assessment by Ofsted and SIAMS.

Qualities

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

Duties and responsibilities

School & nursery culture and behaviour

The headteacher will:

- Create a culture founded on our strong Christian ethos, where pupils experience a positive and enriching school life and learning environment.
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from pupils, built on our Christian school values 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.
- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, and instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.

Teaching and learning

The headteacher will:

- Ensure high standards of teaching and learning across all subjects and phases.
- Lead the development of teaching and learning within the school.

- Monitor and evaluate the quality of teaching and learning standards and the impact they have on all pupils' outcomes to inform improvement strategies and decisions.
- Establish curriculum leadership that develops and implements high quality curriculums in all subject areas for all pupils, that meet the statutory requirements of the National Curriculum.
- Ensure that pupils develop study skills in order to learn more effectively and with increasing independence.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement.
- Ensure the spiritual, moral, social and cultural development of pupils.

Additional and special educational needs (SEN) and disabilities

The headteacher will:

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

Safeguarding

The head teacher will:

- Be the Designated Safeguarding Lead and be accountable for all elements of this role.
- Ensure we comply with the school and nursery's Child Protection and safeguarding policy and that this policy is kept up to date and compliant - see the school website.

Managing the school

The headteacher will:

- Create and manage an effective, motivated staff team and organise the appointment of staff.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care with due attention to staff workload.
- Ensure the management, organisation and administration of the school and nursery and the allocation of financial resources are appropriate and support our vision and aims.
- Advise the governing body on the formulation of the annual budget in order that the school secures its objectives and ensure the regular monitoring of the budget and the oversight of the use of resources.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements.

Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities.
- Ensure training and continuing professional development is effectively planned, delivered and evaluated and based on effective performance management of the staff team and ensure we comply with all statutory training requirements.
- Keep up to date with developments in education.
- Make sure professional development opportunities draw on experts both within, and beyond the school

Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, develop a positive working relationship with the governing board and accept responsibilities e.g. those defined in the scheme of delegation.
- Establish and maintain an effective partnership with parents and the wider community to support and improve pupils' outcomes and personal development.
- Create an outward-facing school & nursery which works with other school and organisations in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
- Ensure 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.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Job Description and Personal Specification agreed by:

Post holder:

Signed:

Date: