

Northburn Primary School
Headteacher - Job Description

Responsible to:	Governing Body
Group size:	Group 3 School – L18 to L22
Job Purpose:	To provide professional leadership, ensuring high quality education for all pupils and improved standards of learning and achievement to secure the ongoing success and improvement of the school.

Duties and key result areas:

Professional duties to be carried out in accordance with the terms and conditions of the current [School Teachers Pay and Conditions Document](#) issued by the DFE and the documents: [Headteachers' standards 2020 - GOV.UK \(www.gov.uk\)](#) [The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](#)

The professional duties of the headteacher include:

The headteacher will:

- Provide overall strategic leadership for the school.
- Formulate and evaluate the aims and objectives of the school.
- Establish policies for achieving these aims and objectives.
- Lead, motivate, deploy and manage staff.
- Lead by example and model best practice regarding professional conduct, workload and personal development.
- Promote the culture and practice that enables all pupils to access the curriculum.
- Uphold public trust in school leadership and maintain standards of ethics, behaviour and professional conduct.

Duties and Responsibilities - qualities and knowledge:

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.
- Build positive relationships with all members of the school community.
- Keep up to date with local, national and global developments in education and apply as appropriate.
- Work with political and financial astuteness, translating policy into the school's context.
- Communicate the school's vision compellingly and drive strategic leadership.
- Seek training and continuing professional development to meet own needs.

Pupils and Staff:

- Ensure ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- Ensure excellent teaching in the school, through effective training and development for staff.
- Ensure an ethos within which all staff are motivated and supported to develop their skills and knowledge.
- Hold all staff to account for their professional conduct and practice.
- Identify emerging talents, coaching current and aspiring leaders.

Systems and Processes:

- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Work effectively with the governing body as appropriate, providing the information it needs to govern.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
- Empower leadership at all levels throughout 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.
- Create a culture that influences and promotes the importance and value of education in children's lives.

Accountability:

- Safeguard and promote the welfare of children and follow national and school policies including codes of conduct.
- Ensure careful and effective implementation of improvement strategies which will lead to sustained school improvement over time.
- Provide information, advice and support to the Governing Body to enable it to meet its responsibilities.
- Create and develop an organisation in which all staff recognise that they are accountable for the success of the school, presenting a coherent and accurate account of the school's performance in a form appropriate to a range of audiences.
- Ensure parents, carers and pupils are well informed about the curriculum, attainment and progress.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. The post holder is expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the school.

Work Arrangements:

- Able to meet the transport requirements of the post.
- Working pattern as identified in the relevant School Teachers Pay & Conditions Document.