**HEADTEACHER**

**Job Description**

**Group 1 range L8-L16 (£50,151 - £61,166)**

The Headteacher is accountable to the Governors as the principal professional of the school. The Headteacher is responsible for the leadership, management and day to day running of the school. This job description should be read alongside the range of duties and responsibilities of Headteachers as set out in the annual Teachers Pay and Conditions document and the National Standards for Headteachers.

**Purpose**

* Provide professional leadership for Crossens Nursery School, promoting the highest possible standards of attainment and attendance in order to maximise the levels of achievement for all pupils in a caring environment.
* Create, implement, maintain and evaluate a strategic improvement plan with the full involvement of staff and governors, underpinned by sound financial planning and management.
* Agree a shared vision and ethos and major objectives for the school with the Governing Body and ensure that this is clearly articulated, understood and acted upon by all members of the school community.

**Leadership and Management**

* Challenge and provide inspiration, motivation, vision and purpose to staff, pupils, governors, parents and carers.
* Lead by example, value and inspire the staff, and create a shared commitment and responsibility for the school through collaborative teamwork, distributed leadership and professional reflection, which positively embraces change and progression.
* Manage and monitor finance and resources effectively and ensure they are efficiently linked to school priorities.
* Develop and maintain effective strategies and procedures for recruitment, induction, professional development, performance review and retention of staff.
* Establish rigorous, fair and transparent systems and measures for performance management of all staff, valuing excellent practice, addressing any under-performance, and supporting staff to improve.
* Review annually the professional development of all staff at the school and report progress and actions to the Governing Body.
* Demonstrate effective communication, orally and in writing, to a range of audiences.
* Lead, consult on, and monitor the development of all school policies and practice to define the work and organisation of the school.
* Manage the school environment effectively and efficiently, ensuring that it meets both curricular and health and safety requirements, and is maintained and enhanced, as resources allow, as an important part of the school’s overall offer and experience.
* Develop and maintain the impact of the school as a system leader within the wider educational landscape.

**Pupils**

* Ensure the highest standards of achievement for pupils across the full range of abilities and needs via high expectations and a curriculum designed to; support, challenge, stimulate, promote resilience and secure independence.
* Promote positive and responsible pupil behaviour based on expectations of mutual respect.
* Identify, and provide for, the specific needs of all pupils, including disadvantaged pupils, taking account of current legislation (including the SEN and Disability Code of Practice 2015 and the Equalities Act 2010) so that all staff and the Governing Body are able to carry out their responsibilities.
* Ensure that all pupils receive equal access to high quality, creative education, which encourages and challenges them to develop an ongoing love of learning whilst developing a positive perception of themselves as a competent learner.

**Teaching and Learning**

* Demonstrate and articulate high expectations and set stretching and challenging targets for all staff and pupils.
* Inspire and support every member of staff to deliver quality first teaching for every pupil.
* Promote and facilitate teamwork amongst staff, pupils and parents, including the sharing of effective classroom practice.
* Monitor, evaluate and develop the standards of teaching and learning.
* Maintain and develop effective systems of planning, assessment and record keeping in order to track and improve outcomes for all pupils, to ensure high standards and optimum achievement for each pupil, addressing any barriers to learning that the children may have.
* Create a culture of reflection and continuous improvement and development.
* Lead, develop, monitor and evaluate the curriculum to ensure a creative, broad and relevant approach for every child that stimulates enjoyment of and commitment to learning.
* Actively engage with other schools and settings, to support joint learning and to secure appropriate and effective use of resources.
* Ensure that learning is linked to the wider community to support children to become active and engaged citizens of society.

**Developing Self and Working with Others**

* 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.
* Manage own workload and that of others to allow an appropriate work/life balance.
* Treat people with fairness, dignity and respect, to maintain a positive and inclusive culture.
* Develop and maintain effective partnerships with other schools, the local authority and other agencies and sources of good practice, to further pupil welfare and achievement.

**Equal Opportunities**

The Headteacher will be responsible for implementing the Governing Body’s policy on Equal Opportunities and inclusion for all staff and pupils.

*The Headteacher will:*

* Ensure that equality of opportunity is placed at the heart of all school activities and that any barriers to educational achievement are identified and addressed.
* Ensure equality of opportunity in the appointment and promotion of all staff.
* Maintain and promote active strategies, which value the diversity of the school community and ensure the provision of equal opportunity and fair treatment, regardless of social advantage or disadvantage, race, disability, religion, gender or sexual orientation.

**Safeguarding and Promoting the Welfare of Children**

This school is committed to safeguarding and promoting the welfare of children and expects all staff, students and volunteers to share this commitment.

*The Headteacher will:*

* Provide a calm, safe and well-ordered learning environment, where all pupils can achieve well and feel safe and where staff and pupils are focused on safeguarding.
* Ensure that all statutory and advisory duties regarding safeguarding and child protection are in place and robustly monitored.
* Hold all staff, students and volunteers accountable for their contribution to the safeguarding regulations.

**Person Specification**

Job Title: **Headteacher**

Accountable to: **The Governing Body**

The applicant will be required to safeguard and promote the welfare of children and young people.

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

The appointing panel will use a combination of assessment tools to determine each candidate’s suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

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| **Requirements** | | **Essential / Desirable** |
| **Qualifications** | | |
| 1 | Qualified teacher status | E |
| 2 | Degree | E |
| **Professional Development** | | |
| 3 | Evidence of recent and appropriate professional development for the role of Headteacher | E |
| 4 | Up to date safeguarding training and knowledge of legislation for the protection of young people | E |
| **School leadership and management knowledge and experience** | | |
| 5 | Successful leadership experience | E |
| 6 | Evidence of successfully leading school improvement | E |
| 7 | Evidence of the application of strategies to review, evaluate and improve teaching and learning. | E |
| 8 | Experience of curriculum leadership and development | E |
| 9 | Experience of working constructively with parents | E |
| 10 | Experience of monitoring staff performance | E |
| 11 | Experience of effective budget management and financial analysis | E |
| 12 | The ability to provide support and advice to the Governing Body to enable it to meets its responsibilities | E |
| 13 | An understanding of strategic financial planning in relation to its contribution to school improvement and pupil achievement | E |
| 14 | Able to demonstrate successfully guiding, coaching, mentoring or training individuals or teams, with the purpose securing individual and team growth | E |
| 15 | Maintains good awareness of current national education policy and strategy | E |
| **Experience and knowledge of teaching** | | |
| 16 | Successful teaching of pupils in the primary phase | E |
| 17 | Successful teaching of pupils in the EYFS | D |
| 18 | Experience of teaching in more than one school | D |
| 19 | To have a working and current knowledge and understanding of child development and of the Early Years Foundation Stage. | E |
| 20 | Can effectively analyse school data and identify appropriate actions which then form part of the school improvement plan | E |
| 21 | Commitment to ensuring inclusion and addressing diversity positively | E |
| 22 | A sound understanding of how children learn, how teachers can best teach and how to raise achievement  for all pupils | E |

**Person Specification *continued***

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| **Requirements** | | **Essential / Desirable** |
| **Professional Attributes** | | |
| 23 | Strong behavioural management skills | E |
| 24 | An ability to communicate effectively, both orally and in writing, with a range of audiences | E |
| 25 | To be a leader of learning; demonstrating, promoting and encouraging excellent classroom practice | E |
| 26 | A commitment to the professional development for all staff, and self | E |
| 27 | Commitment to sustained attendance at work while demonstrating managing own health and wellbeing as an  example to others | E |
| 28 | A desire to engage and work collaboratively with parents and carers | E |
| 29 | The ability to plan and prioritise and organise self and others | E |
| **Personal Qualities** | | |
| 30 | A clear vision for an innovative, progressive and forward thinking school, which is clearly communicated to all  people | E |
| 31 | The capacity to provide inspirational, enthusiastic and innovative educational leadership | E |
| 32 | A caring and considerate attitude towards children, which values each child’s potential and recognises each child as an individual in order to achieve the very best outcomes for all children | E |
| 33 | Flexibility, initiative and drive to maintain a positive attitude in the face of a challenging and demanding job | E |
| 34 | An ability to establish effective working relationships with a wide and diverse range of people including pupils,  parents, Governors, colleagues, other professionals and wider community | E |
| 35 | Think analytically and creatively and demonstrate initiative in solving problems | E |
| 36 | Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others | E |
| **Safeguarding** | | |
| 37 | Displays commitment to the protection and safeguarding of children and young people | E |
| 38 | The ability to form and maintain appropriate relationships and personal boundaries with young people | E |
| 39 | Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people | E |
| 40 | Will co-operate and work with relevant agencies to protect young people | E |
| **Professional Skills** | | |
| 41 | Each candidate will be expected to demonstrate knowledge and understanding of the National Standards of Excellence for Headteachers 2015 which also form the basis of the Job Description.  Candidates will be expected to show evidence of having applied this knowledge and understanding in their current setting as well as an awareness of how this will be applied in Crossens Community Nursery School. | E |
| **Confidential References and Reports** | | |
| 42 | Positive recommendation from all referees, including current employer | E |
| **Application Form and Supporting Statement** | | |
| 43 | The form must be fully completed and legible.  The supporting statement should be clear, concise, related to the specific post and no longer than two sides of A4, using Arial Font size 11. | D |