Dallam Community Primary School

Job Description

Headteacher

# Job details

**Job title:** Headteacher

Salary: L15 to L21a

Hours: 32.5 hours

Contract type: Full time/permanent

Reporting to: Full Governing Body

# Main Purpose

The headteacher will:

* Formulate the aims and objectives of the school and provide overall strategic leadership
* Establish policies for achieving these aims and objectives
* Manage staff and resources to that end
* Monitor progress towards the achievement of the school’s aims and objectives
* Lead by example and model best practice regarding professional conduct, workload and personal development
* Be a role model for all in our community

# Duties and Responsibilities

Qualities and knowledge

* Lead by example, holding and articulating clear values and moral purpose, and focusing on providing outstanding education for all pupils
* Build positive relationships with all members of the school community, showing positive attitudes to them
* Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
* 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

School Community

* Demand ambitious standards for all pupils, including those with special education needs and disabilities, overcoming disadvantage and instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
* Ensure teaching throughout the school inspires and motivates children to achieve at their very highest level.
* Ensure that the curriculum that not only meets statutory requirements but reflects the context and ethos of the school.
* Maintain and support a culture of ‘open classrooms’ as a basis for sharing best practice
* Promote an inclusive culture throughout the school which recognises the diversity of the school community.
* Ensure robust systems for pastoral support for children and their families
* Create an ethos within which all staff are motivated and supported to develop their skills and knowledge including through quality CPD
* Identify emerging talents, coaching current and aspiring leaders in an environment where excellence is the standard.
* Hold all staff to account for their professional conduct and practice

Systems and processes

* Ensure that the school’s systems and processes are well considered, efficient and fit for purpose
* Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and promoting exemplary behaviour
* Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
* Welcome and work with the governing board as appropriate, providing the information it needs to govern effectively
* Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
* Support distribution of leadership throughout the school

The self-improving school system

* Create an outward-facing school which works with other schools and organisations to secure the very best outcomes for all pupils
* Respond appropriately to statutory requirements and other relevant legislation relating to all aspects of this school and its leadership and management
* Respond critically and constructively to educational initiatives in the best interests of school
* Develop effective relationships within the school community and with fellow professionals.
* Model entrepreneurial and innovative approaches to school improvement and leadership
* Inspire and influence others in promoting the value of education within and beyond school.

**Accountability**

* Provide information and advice to the governing body to enable it to meet its responsibilities
* Present an accurate account of the school performance, appropriate to a range of audiences
* Ensure staff, parents, pupils and other stakeholders are well informed

**Safeguarding and child protection**

* System are in place to safeguard and promote the welfare of children and young people
* Promote a culture of vigilance regarding safeguarding and child protection
* Hold all staff and volunteers accountable for their contribution towards keeping children safe

**Additional Requirements**

This job description outlines the main duties of the post incorporating the national standards of excellence for Headteachers, but does not exclude other duties which may be undertaken to ensure the efficient operation of the school

Other duties required will be consistent with those listed above and will be appropriate to the title and grade of the post

The appointment is subject to current conditions of employment of Headteachers contained in STPCD for Teachers and other educational and employment legislation

# Person Specification

A - Application

I - Interview process

R - References

| Criteria | Qualities | Essential/  Desirable | Evidenced |
| --- | --- | --- | --- |
| **Qualifications** | * Qualified teacher status * Honours Degree * National Professional Qualification for Headship (NPQH) * Evidence of post graduate study | E  E  D  D | A  A  A  A |
| **Experience** | * Experience as a Deputy or Assistant Headteacher in a primary school * Successful implementation of strategies to improve teaching and learning to raise standards for all pupils. * Involvement in school self-evaluation, development planning and monitoring * Experience of successful line management and staff development * Experience of working with governors, parents and wider community * Evidence of relevant CPD – in particular relating to SEN /ASD | E  E  E  E  E  D | A  A/I/R  A/I/R  A/I/R  A/I/R  A/I |
| **Professional knowledge and skills** | **Ability to shape the future by:**   * Strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision * Motivating and inspiring the school community * Developing and sustaining a learning culture that has high expectations at its core. * Developing positive relationships with children, staff, parents and all other stakeholders. * Leading innovatively and creatively to ensure the school stays at the forefront of current educational trends.   **Ability to lead learning and teaching by:**   * Understanding what contributes to successful learning and the ability to promote the most effective teaching strategies. * Developing and implementing strategies for school improvement including data analysis to identify strengths and areas for development and target setting for improving the quality of T&L for all pupils. * Demonstrating a knowledge and understanding of issues relating to schools with a designation provision. * Acknowledging excellence and challenging underperformance. * Securing excellent pastoral care, behaviour and attendance for the whole school.   **Ability to manage the organisation by:**   * Demonstrating an inspirational and effective leadership style. * Understanding the power of effective communication and delegation. * Understanding how to effectively manage change across the school. * Understanding of school finances and effective financial management. * Managing people effectively including recognising strengths, deploying staff appropriately and resolving conflict. * Continuing the legacy of collaborative working and building effective relationships. * Demonstrating a commitment to safeguarding and promoting the welfare of all children. * Maintaining a culture of vigilance with regard to safeguarding and child protection. * Demonstrating a knowledge of statutory requirements and other relevant legislation relating to school leadership and management – including Health and Safety   **Ability to secure accountability by**   * Committing to working with the Governing Body and Local Authority. * Preparing and presenting an accurate account of the schools performance to stakeholders whilst considering the needs of the audience. * Holding others accountable through effective performance management systems and challenging underperformance. | E  E  E  E  E  E  E  D  E  D  E  E  E  D  E  D  E  E  D  E  E  E | A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R |
| **Personal qualities** | * Enthusiasm for and commitment to the role including integrity, reliability and a passion for education * Personal resilience and an optimistic approach. * A good role model who inspires confidence and trust in all stakeholders. * Excellent interpersonal skills. * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * Ability to work under pressure and prioritise effectively. * Self-motivating and achieves challenging professional goals. * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality | E  E  E  E  E  E  E  E  E | I/R  I/R  I/R  I/R  I/R  I/R  I/R  I/R  I/R |

Notes:

This job description may be amended at any time in consultation with the postholder.

**March 2021**