DERBYSHIRE COUNTY COUNCIL

**Duckmanton Primary School**

# APPOINTMENT OF HEAD TEACHER

## Job Description

**Post Title:** Head Teacher

**Responsible to:** The Governing Board of Duckmanton Primary School

**Main Purpose:** To carry out the duties of Head Teacher in accordance with the Teachers Pay and Conditions Act and other relevant statutory provisions.

Shaping the Future

The Head Teacher will work with the Governing Board and others to create a shared vision and strategic plan which inspire and motivate pupils, staff and all other members of the school community.

**The Head Teacher will:**

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrate vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and a positive climate.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experience of the school and community at large.

**Managing the Organisation**

The Head Teacher will provide effective management of the school and continuously seek to improve organisational structures based on self-evaluation.

**The Head Teacher will:**

- Take responsibility for safeguarding and promoting the welfare of children.
- Create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.

- Produce and implement clear, evidence-based improvement plans and policies for the development of the School and its facilities.

- ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.

- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.

- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.

- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

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

- Use and integrate a range of technologies effectively and efficiently to manage the school.

**Leading Learning and Teaching**

The Head Teacher has a central responsibility for raising the quality of teaching and learning. This involves high expectations, maintaining and evaluating outcomes and establishing a successful learning culture which all impact on pupils' achievement.

**The Head Teacher will:**

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every student's learning.

- Ensure that learning is at the centre of strategic planning and resource management.

- Establish creative, responsive and effective approaches to learning and teaching.

- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.

- Demonstrate and articulate high expectations and set stretching targets for the whole school community.

- Implement strategies which secure high standards of behaviour and attendance.

- Determine, organise and implement a diverse, flexible curriculum and implement Assessment for Learning.

- Monitor, evaluate and review classroom practice and promote improvement strategies.

- Take a strategic role in the development of emerging technologies to enhance and extend the learning experience of pupils.

- Challenge under-performance at all levels and ensure action is taken to secure improvement.

**Developing Self and Working with Others**

Effective communication and relationships are key to effective headship. The Head Teacher needs to build a professional learning community which enables others to achieve.

**The Head Teacher will:**

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.

- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.

- Develop and maintain effective strategies and procedures for staff induction, professional development and performance management.

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

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

- Develop and maintain a culture of high expectations for self and for others.

- Regularly review own practice and achievements, set personal targets and take responsibility for own personal development. Take account of feedback from others.

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

**Securing Accountability**

With values at the heart of leadership, the Head Teacher has a responsibility to the whole school community and is accountable to a range of groups particularly pupils, parents, carers, Governors and the LA.

**The Head Teacher will:**

- Take responsibility for establishing and monitoring the systems and culture of the school to promote and safeguard the welfare of young people.

- Fulfil commitments arising from contractual accountability to the Governing Board.

- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

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

- Work with the Governing Board (providing information, objective advice and support) to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of attainment and for achieving efficiency and value for money.

- Reflect on personal contribution to school achievements and take account of feedback from others.

- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.

**Strengthening Community**

The Head Teacher should engage with the internal and external school community to secure equity and entitlement and collaborate strategically and operationally with a wide range of partners to bring positive benefits.

**The Head Teacher will:**

- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities.

- Ensure learning experiences for pupils are linked into and integrated with the wider community.

- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.

- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.

- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.

- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.

- Co-operate and work with relevant agencies to protect children.

- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.

***School Specific:*** ***eg:*** *Teaching responsibilities? Particular school developments/ provision?*