



## **JOB DESCRIPTION**

### **HEADTEACHER**

<b>Post:</b>	Headteacher
<b>Location:</b>	Elmwood Infant School and Nursery
<b>Role:</b>	To carry out the duties of the Headteacher as set out in the School Teacher's Pay and Conditions Document (as amended from time to time). To provide professional leadership for the school to secure its success and improvement, ensuring high quality education for all its pupils and good standards of learning and achievement.
<b>Responsible to:</b>	The Governing Body of the school and Croydon Local Authority.
<b>Responsible for:</b>	All staff employed by the school.
<b>Salary:</b>	Leadership Spine L18 - L24

This job description should be read in conjunction with the National Conditions of Employment for Headteachers. It may be amended at any time following discussions between the Headteacher and the Governing Body and will be reviewed annually.

#### **Job Purpose**

The core purpose of the Headteacher as set out in the School Teacher's Pay and Conditions document is to provide vision, leadership and direction for the school, ensuring that:

- it is managed and organised to meet its aims and targets
- all pupils achieve the highest standards of attainment by the end of Foundation Stage, Y1 and Y2
- the school contributes fully to each pupil's educational and personal development – intellectually, physically, socially, culturally, morally and spiritually
- the school provides an environment in which there is equality of opportunity for all pupils and staff

#### **Professional Leadership**

The Headteacher will provide professional leadership, which secures high quality education through:

- effective management of teaching and learning, to ensure the continued progress and achievement of all pupils within a successful learning culture
- developing flexible and school specific approaches for teaching and learning
- establishing a culture that promotes excellence, inclusion, equal opportunities and high expectations
- evaluating school performance and identifying priorities for continuous improvement
- ensuring evaluation of the performance of individual and groups of children
- identifying opportunities for external validation/accreditation

- deploying resources to achieve the school's financial and academic targets
- creating a safe and productive learning environment
- keeping abreast of and responding to the ever changing educational agenda in a positive, flexible and imaginative way
- building and maintaining an effective leadership team
- carrying out effective day to day management, organisation and administration
- promoting the school effectively to secure commitment when building working partnerships with parents, carers and our diverse community
- working effectively with the governing body

## **Shaping the Future**

To work with the governing body and stakeholders to develop a shared vision and strategic plan, which inspires and motivates pupils, staff and all members of the school community.

The Headteacher will:

- work within the school community to translate the vision into agreed objectives and plans which promote and sustain school improvement
- encourage a joy of learning and celebration of success
- develop and implement a strategic plan underpinned by sound financial planning
- ensure that the school and staff continue to promote creativity, innovation and the use of appropriate new technologies to achieve stated outcomes
- ensure that policies and practice take account of national, local and school data together with inspection findings
- strengthen and develop educational partnership between agencies involved in the education, mental health and wellbeing of children
- ensure that strategic planning takes account of the diversity, values and experience of the school community at large

## **Managing the Organisation**

To provide effective organisation and management of the school and staff in order to maintain an efficient, effective and safe learning environment.

The Headteacher will:

- continue to develop an organisational structure, which reflects the school's rights respecting values
- work effectively in line with legal requirements to fulfil the duty of care to all members of the school community
- ensure due regard for safeguarding children and young people
- produce clear evidence based improvement plans and policies for the development of the school and its facilities
- work with governors to recruit, retain and deploy staff appropriately
- determine appropriate priorities for expenditure, allocate funds and ensure effective administration and control of financial matters, in partnership with the governing body
- manage and organise the school site effectively and efficiently to ensure that it meets the needs of the school community and health and safety regulations
- promote an attractive environment which stimulates learning and enhance the appearance of the school
- manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education and pupils' achievements to ensure efficiency and value for money
- use and integrate a range of technologies effectively and efficiently to manage the school

## **Securing Accountability**

The Headteacher is legally and contractually accountable to the governing body for the school and its environment with wider accountabilities to pupils, parents, carers, the Local Authority and other stakeholders.

The Headteacher will:

- provide information, objective advice and support to the governing body
- maintain and continue to evolve 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, agreed and are subject to regular review and evaluation
- present a coherent and accurate account of the school's performance in a format appropriate to a range of audiences, including governors, the Local Authority, the local community and Ofsted
- ensure that parents, pupils and governors are well informed about the curriculum, the attainment and progress of pupils and are able to understand realistic and challenging targets for improvement

## **Strengthening Community**

The Headteacher will engage with internal and external school communities to secure equity and entitlement and promote community cohesion. This includes collaborating with stakeholders for the advancement of the education, well-being and life opportunities of all children.

The Headteacher will:

- develop and implement strategies to create stronger links with parents and the wider community to encourage and improve pupil achievement and personal development
- work effectively with parents, external partners, agencies and local schools
- continue to develop links with local playgroups and other local nurseries
- promote, support and celebrate the benefits of living within a culturally and ethnically diverse society
- continue to develop the school culture and curriculum so that it takes account of the richness and diversity of the school's communities
- advance the core purpose of the school by developing and strengthening community links, reflecting and acting on community feedback
- create and promote positive strategies for challenging prejudice and dealing effectively with bullying, intolerance and harassment
- ensure that learning experiences for pupils make use of opportunities provided in and by the wider community

Job descriptions are not exclusive or exhaustive and the nature of the Headteacher's position may require the post holder to carry out additional duties.



**PERSON SPECIFICATION  
HEADTEACHER**

- Post:** Headteacher
- Location:** Elmwood Infant and Nursery School
- Role:** To carry out the duties of the Headteacher as set out in the School Teacher's Pay and Conditions Document (as amended from time to time). To provide professional leadership for the school to secure its success and improvement, ensuring high quality education for all its pupils and good standards of learning and achievement.
- Responsible to:** The Governing Body of the school and Croydon Local Authority
- Responsible for:** All staff employed by the school
- Salary:** Pay Range L18-L24

**The interview panel will take into account the qualifications, skills, experience, personal attributes and knowledge of each candidate.**

<b>Qualifications, Skills, Experience and Personal Attributes</b>	<b>Identified by: Application (A) Interview (I) Task (T)</b>
<b>QUALIFICATIONS AND TRAINING</b>	
Teaching qualification and qualified teacher status	A
Recent professional development or qualifications relevant to headship, safeguarding training and safer recruitment training	A
<b>SKILLS</b>	
An outstanding teacher in Foundation Stage and KS1	A, T
Able to inspire, challenge, motivate and empower others	A, I
Flexibility, initiative and the capacity to maintain a positive attitude in a challenging and demanding role	A, I
Able to model the values and vision of the school	A, I

Strategic thinking to build and communicate a coherent vision	A, I, T
Priorities, plan and organise self and others	A, I, T
Work well under pressure and meet deadlines	A, I, T
Develop a strong and effective leadership team	A, I, T
Delegate and monitor management tasks	A, I, T
Culturally proficient and able to respond appropriately to the needs of our school's diverse community.	A, I, T
<b>EXPERIENCE</b>	
Significant and successful experience as a Headteacher, deputy Headteacher or equivalent at KS1 and Foundation Stage	A
Relevant experience in a diverse multi-cultural environment	A, I, T
Commitment to distributed leadership	A, I, T
Inspiring others to work towards a strong vision	A, I, T
Improving teaching and learning by using a range of evidence from monitoring and evaluation	A, I, T
Devising innovative solutions to improve pupils progress and the quality of teaching	A, I
Whole school evaluation, using data to analyses performance	A, I, T
Monitoring the curriculum to ensure inclusion and access for all pupils	A, I
Keeping abreast of and responding to a changing educational agenda in a positive, flexible and imaginative way	A, I
<b>PERSONAL ATTRIBUTES</b>	
Excellent communication and interpersonal skills	A, I, T
Commitment, reliability, integrity, rigour and personal resilience	A, I, T
<b>LEADING TEACHING AND LEARNING</b>	
Understanding how developing flexible and school specific approaches to teaching and learning lead to high standards	A, I, T
Effective use of data through analysis	A, I, T
A keen understanding of and passion for continuous improvement	A, I, T
How the application of new and emerging technology in education contributes to raising standards	A, I, T

<b>SHAPING THE FUTURE</b>	
Understanding the best ways to work with the governing body and all stakeholders to develop and maintain a collaborative school vision which embraces excellence, high standards and inclusion	A, T
Demonstrate knowledge of strategic and financial planning	A, I, T
<b>MANAGING THE ORGANISATION</b>	
Managing budget planning, staff deployment and effective use of resources	A, I, T
<b>SECURING ACCOUNTABILITY</b>	
Can demonstrate accountability to the governing board for all strategic decisions for the development of the school	
<b>STRENGTHENING COMMUNITY</b>	
Working with stakeholders to strengthen the community and thereby help shape the future of the school	A, I, T