

HEAD TEACHER leadership scale 7 -13

ROLES & RESPONSIBILITIES

This job description should be read together with the normal professional duties and expectations for teachers as set out in the most recent School Teachers Pay and Conditions Document, the National Professional Standards for Teachers and the latest safeguarding and child protection guidance. In addition all the relevant policies and procedures will apply.

Purpose of post:

To lead Ewyas Harold Primary School successfully into the future ensuring that all members of the school community are enabled to reach their full potential academically, socially and emotionally.

To lead and manage the school by:

- Developing and leading the vision and strategic direction of the school together with the governing body
- Successful day-to-day running of the school, including prudent strategic financial management
- Being a role model for professional behaviour and the public face of the school
- Being a role model for good classroom practice and positive outlook
- Leading the safeguarding and promotion of the welfare and personal well-being and care of children including with regard to safeguarding procedures
- Ensuring statutory compliance and accountability for successful outcomes for children and producing appropriate data and information for external agencies
- Regular reporting to governors and working effectively in partnership with staff, parents, governors and the local community for the benefit of all children in the school.
- Encouraging and promoting collaboration and sharing of resources and best practice with other local schools
- To ensure compliance with legislation in relation to curriculum, safeguarding, equal opportunities, data protection/GDPR, health & safety, SEND Code of Practice and all other mandatory regulations
- Ensure that all adults within the school consistently model and teach the behaviour of a good citizen

Key Accountabilities:

Strategic Direction and Development

- Lead and develop a positive ethos of success for staff and pupils across the school.
- Develop and maintain a broad and balanced curriculum that enthuses, engages and educates children effectively for the 21st century. It must be ambitious and coherently planned and sequenced to ensure all learners make maximum progress
- Maintain a safe and secure learning environment for pupils and staff
- Use data effectively and regularly to rigorously monitor the performance of pupils against agreed criteria through the setting of pupil performance levels/targets and monitor progress towards these together with class teachers

- Ensure effective day-to-day management of the school by leading key areas of responsibility and communicating effectively with pupils, staff, governors, parents and carers
- Lead the formulation, monitoring, evaluation and implementation of the School Development Plan and SEF
- Manage the school budget effectively to ensure best value
- Advise and assist the Governing Body as required in the exercise of its functions, including attendance at meetings and preparation of reports
- To develop, implement, monitor and evaluate school policies and practices and actively promote the aims of the school
- Undertake any appropriate training to assist in carrying out any duties and ensure that all teachers and staff in the school have access to advice and training appropriate to their needs and in order for them to carry out their professional duties effectively

Leadership and Management:

- Inspire, challenge, motivate and empower others to attain challenging outcomes
- Maintain a clear overview of pupil progress and take a lead role in maintaining a positive learning environment amongst all staff and pupils in which pupils are able to make a positive contribution, learn and thrive in an atmosphere of dignity and respect, kindness and tolerance
- Establish clear expectations and constructive working relationships with parents/carers and all staff to support pupil progress and behaviour, ensuring positive staff participation and effective communication and procedures
- Maintain high expectations of staff and challenge poor performance, offering support where necessary and ensuring performance management processes are effective with accurate and aspirational targets
- Demonstrate the highest professional standards in all aspects of leadership and management
- Develop and promote effective partnerships with parents, carers, staff and pupils so they are highly positive about the school in terms of achievement, teaching and learning, behaviour and safety
- Make arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.
- Arrange suitable cover to discharge of his/her functions as headteacher at any time when he/she is absent from the school.

Learning and Teaching:

- Model consistently good and outstanding teaching
- Encourage innovation, the development of independent learning, new initiatives and the further use of technologies
- Work with staff to ensure a coordinated, coherent curriculum which achieves the best possible outcomes for all
- Ensure that information on pupil progress is used to improve teaching and learning and to inform and motivate pupils, to inform parents/carers and to aid governors in their future management of the school
- Use of data to contribute to the monitoring and development of learning and teaching and our commitment to continuous improvement

- Ensure a relentless focus on Outcomes & Standards through lesson observations, focus themes, coordination of data, regular reporting to staff, governors and the local authority
- Co ordinate, monitor and review interventions for all Pupil Premium pupils to ensure that they make progress in line with, or better than, their peers.
- Promote and generate high levels of enthusiasm for, participation in and commitment to learning amongst all pupils
- Ensure high standards of behaviour and attendance by implementing a consistent, fair and respectful policy based on positive values, self regulation and respect.
- Participate, to such an extent as may be appropriate having regard to his/her other duties, in the teaching of pupils at the school, including the provision of cover for absent teachers.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbs-filtering-guidance>.

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Ewyas Harold Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.