HEADTEACHER JOB DESCRIPTION
Ferring C.E Primary School

Pay range: Group 2 school, ISR L12-18

Responsible to: The Governors, Local Authority and Diocese

Main Purposes of the Job:

To provide professional leadership for the school, which secures its success and improvement, ensuring high quality education which inspires and motivates its pupils and improves standards of learning and achievement. To work with and through others to secure the commitment of the wider community to the school.

To be responsible for the leadership, internal organisation, management and control of the school, consulting appropriately with stakeholders.

To promote and safeguard the welfare of children and young people for whom s/he is responsible, or comes into contact with.

To carry out the duties set out in the School Teachers' Pay and Conditions Document.

Main tasks

1   Qualities and Knowledge:

1.1   Ensure that the vision of the school is clearly articulated, shared, understood and acted upon effectively by all;

1.2   Demonstrate Christian vision and values in everyday work and practice;

1.3   Work with the Governors, in consultation with other interested parties, to formulate the aims and objectives of the school and to establish policies for their implementation;

1.4   Ensure that all members of the school community are committed to its aims, motivated to achieve them and involved in meeting objectives and targets to secure success;

1.5   Create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for sustaining school improvement;

1.6   Ensure that strategic planning is rooted in Christian values, including those of diversity and equality reflecting the experience of the school and community at large;

1.7   Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.

2   Pupils and Staff

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

2.2 Ensure that learning is at the centre of strategic planning and resource management;

2.3 Promote a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;

2.4 Demonstrate and articulate high expectations and set stretching targets for the whole school community;

2.5 Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework;

2.6 Monitor and evaluate the quality and effectiveness of teaching and standards of learning and achievement of all pupils to secure school improvement;

2.7 Challenge underperformance at all levels and ensure effective corrective action and follow-up;

2.8 Plan, allocate, support and evaluate work undertaken by teams and individuals ensuring clear delegation and devolution of responsibilities;

2.9 Determine, organise and implement a policy for the care, personal development and well-being of pupils;

2.10 Create and promote strategies for developing equal opportunities and inclusion for all members of the school community;

2.11 Work with schools and colleges in other key stages to ensure satisfactory transfer and progression of pupils;

2.12 Ensure individual staff accountabilities are clearly defined, understood and agreed and are regularly reviewed and evaluated;

2.13 Develop and maintain effective strategies and procedures for staff induction, professional development and performance review;

2.14 Build a collaborative learning culture within the school, and engage with other schools and the wider community to build effective learning communities;

2.15 Acknowledge the responsibilities and celebrate the achievements of individuals and teams;

2.16 Report to the Chair of Governors annually on the professional development of all teachers at the school and advise the governing body on the adoption of effective procedures to deal with incompetent teachers;

2.17 Review own practice regularly, set personal targets and take responsibility for own personal development by participating in arrangements made for the appraisal of headteacher performance;

2.18 Manage own and others workload to allow an appropriate work/life balance.

3 **Systems and process**

3.1 Create and develop 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;

3.2 Support and motivate staff to enable them to carry out their respective roles and achieve high standards, and take appropriate action when performance is unsatisfactory;

3.3   Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed;

3.4   Manage the schools resources efficiently and effectively as follows:
- Human Resources, including recruiting, retaining & deploying staff appropriately to achieve the school's goals and priorities;
- Financial Resources, including effective administration & control in line with budget plan;
- Accommodation & other resources, taking account of curriculum needs & health & safety requirements.

3.5   Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals for the school;

3.6   Present the school's aims, performance and goals in a manner appropriate to a range of audiences including governors, pupils, parents, the Local Authority, the Diocese, the local community and OFSTED to enable them to play their part collaboratively and effectively;

3.7   Provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning, high standards of pupil achievement and good value for money;

3.8   Ensure the range, quality and use of all resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provides value for money;

3.9   Work with governors to recruit and retain staff of the highest quality;

3.10   Produce and implement clear, evidence based improvement plans and policies;

3.11   Ensure the school operates within agreed Local Authority and Diocesan guidelines and that effective liaison exists between the school, the Local Authority and the Diocese of Chichester;

3.12   Responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or with whom s/he comes into contact.

4   **The self-improving school system   /   Deployment of staff and resources**

4.1   Create an outward-facing school, working with other schools, the Teaching Alliance, Locality Schools and other organisations in a climate of mutual challenge, championing best practice and securing excellent achievements for all pupils;

4.2   Regularly review own practice, set personal targets and take responsibility for own personal development by participating in arrangements made for the appraisal of Head Teacher performance;

4.3   Promote the school, and develop effective relationships with the wider community, including the parish churches and other local churches;

4.4   Develop an organisation in which everyone works collaboratively, shares knowledge and understanding and accepts collective accountability for the success of the school;

4.5   Ensure that parents and pupils are well-informed about the curriculum, attainment and progress, and about the contribution they can make to the school's success.