



## **Appointment of Headteacher**

### **Job Description**

<b>Grade:</b>	Leadership Scale 12-18
<b>Responsible to:</b>	The Governing Body
<b>Responsible for:</b>	All teaching and non-teaching staff

#### **Core Purpose:**

The Headteacher is to provide the professional, moral and social leadership and management of the school. This will reflect the school's status as a community school, ensure its continued success and improvement, high quality education and personalised learning for all its pupils. It will lead to high standards and achievement in an environment which promotes the care and self-esteem of all. The Headteacher will also be part of the teaching team.

#### **Key Areas of Work:**

##### **Strategic Direction and Development of the School – Creating the Future**

- To work with and actively support the Governors and others to create a clear, shared and strategic vision and development plan which directs, inspires and motivates pupils, staff and all other members of the school community.
- To lead school self-evaluation to inform planning which sustains school improvement and ensures that the school continues to move forward and remain successful, benefitting all of its pupils and staff.
- To understand and optimise the school's strengths and to work positively towards raising standards in any areas identified as needing improvement.

##### **Leading Learning and Teaching**

- To lead by example as a significant role model within the community, maintaining high moral purpose and clear values focused on providing world class education.
- To ensure the quality of teaching, learning and achievement of all pupils, to overcome disadvantage and advance equality with a strong sense of accountability in staff for the impact of teaching on pupil outcomes.
- To maintain and extend a culture and ethos which enables pupils to become confident, effective, enthusiastic and independent learners committed to lifelong learning.
- To determine, organise and implement the curriculum and its assessment.
- To contribute to the teaching of all pupils.
- To lead effective collective assemblies across the school whilst also encouraging understanding and respect for all faiths and beliefs.

### **Professional Development and Working with Others**

- To demonstrate optimistic, positive relationships and attitudes towards pupils, staff, parents, Governors and members of the local community.
- To maintain and develop a professional learning environment which enables others to achieve.
- To create an ethos within which all staff are motivated and supported to develop their own subject knowledge and skills.
- To establish a culture of 'open classrooms' as a basis for sharing best practice within and between schools and their teaching staff.
- To ensure performance management and continuous professional development of all staff with rigorous, fair and transparent systems and measures, addressing underperformance, supporting staff improvement and valuing excellent practice.
- To identify emerging talents, coach current and aspiring leaders, build a strong team in a climate where excellence is the standard, working towards clear succession planning.
- To work cooperatively with pupils, staff, Governors, parents and other members of the community to achieve the school's goals and objectives.

### **Managing the Organisation**

- To provide a safe, calm and well-ordered environment for all pupils and staff focused on safeguarding pupils and developing exemplary behaviour within school and the wider community.
- To produce and implement improvement plans and policies for the development of the school and its facilities.
- To maintain and develop organisational structures and systems which distribute leadership and enable the school to run efficiently and effectively on a day-to-day basis.
- To monitor, evaluate and review the effects of policies, priorities and targets of the school in practice.
- To manage the school's financial and human resources effectively and efficiently to achieve the school's goals and ensure value for money maintaining a balanced budget.
- To oversee the running and administration of wrap around and holiday clubs provision.

### **Securing Accountability**

- To ensure that individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous and regular review and evaluation.
- To provide information, advice and support to Governors in a meaningful and understandable way, to enable them to meet their responsibilities.
- To provide clear and suitable information about and account for the school's work and performance to a range of audiences including parents and Governors.
- To hold the position of Designated Safeguarding Lead (DSL).

### **Strengthening Community through Collaboration**

- To maintain an outward facing school and curriculum which takes into account the richness and diversity of the school's community.
- To build new and maintain existing links with the wider community to sustain and enrich all aspects of school life.
- To collaborate with other agencies to support the learning and well-being of pupils and their families.
- To develop partnerships with parents to support the learning and pastoral care of pupils.

- To network and share best practice with other schools.
- To work closely with the local Initial Teacher Training Provider to contribute to the development of future teachers.

**Duties should be carried out with due regard to statutory orders and regulations, articles of government and policies of the Governors.**

**This Job Description is not exhaustive and further reference should be made to The Teachers' Pay and Conditions Document and The National Standards for Headteachers.**