**Headteacher Job Description**

**Core Purpose**

The headteacher, working with the governing body, senior leadership team and school staff, will:

* Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school.
* Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
* Ensure accurate school self-evaluation to inform school improvement planning
* Lead and manage teaching and learning throughout the school
* Ensure accurate school self-evaluation to inform school improvement planning
* Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
* Ensure the school follows GDPR expectations.

*The job description should be read in conjunction with the contractual requirements and responsibilities of headteachers set out in the School Teachers’ Pay and Conditions Document.*

**Principle accountabilities**

**Safeguarding**

Take responsibility as the designated professional lead for Safeguarding.

The DSL will:

* take lead responsibility for safeguarding and child protection across the school (including online safety and understanding the filtering and monitoring systems in place).
* operate a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services.
* take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.
* advise, support and train other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.
* operate clear safer recruitment approaches, whistleblowing procedures and clear policies for dealing with allegations against people who work with children.

**Teaching**

* Lead and manage teaching and learning throughout the school, working with the SLT to promote high quality teaching in every classroom.
* Promote ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils’ outcomes.
* Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils’ well-being.

**Health, safety and discipline**

* Promote the safety and well-being of pupils and staff.
* Ensure good order and discipline amongst pupils and staff.

**Management of staff and resources**

* Lead, manage and develop the staff, including appraising and managing performance.
* Promote positive working relationships within the school.
* Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.
* Shape the current and future quality of the teaching profession through high quality training and sustained professional development and induction for all staff.
* Ensure the careful organise and deployment of resources within the school.
* Ensure the careful management and development of the school premises and grounds.
* Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils’ achievements and the school’s sustainability.
* Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
* Work with political and financial astuteness, within a clear set of principles centred on the school’s vision, ably translating local and national policy into the school’s context.

**Work with colleagues and other relevant professionals**

* Consult and communicate with the governing body, staff, pupils, parents and carers, building on our reputation as a friendly, welcoming school.
* Collaborate and work with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies.