

# Headteacher Job Description

## Main purpose:

- The Headteacher will lead on establishing and driving the ethos, vision and values of the school, ensuring they reflect those of Hadley Wood Primary School.
- The Headteacher will take overall responsibility for the organisation, management and conduct of the school in accordance with the Trust's Articles of Association and policies and in consultation with the Local Governing Board and its Scheme of Delegation.
- The Headteacher will work with staff, governors, parents/carers, the Hadley Wood Primary School Executive Board and wider good practice to build on the strong foundations that are in place in order to maintain and further improve all aspects of the school's standards and quality.
- The Headteacher will ensure equality, safety and respect is central to the aims and ethos of the school and these will be reflected in all aspects of the Headteacher's work.
- The Headteacher will fully understand the current legal requirements, local and national policies and guidance on safeguarding and the promotion of the wellbeing of children and young people, and will ensure that all requirements are met in full.
- The Headteacher will work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document.

In addition, the post is subject to compliance with:

- School policies and guidelines on the curriculum and school organisation
- School policies and procedures on other matters
- Hadley Wood Primary School policies and procedures
- National Professional Standards for Teachers
- The Conditions of Service for School Teachers in England and Wales and with any locally agreed conditions of employment
- Common core of skills and knowledge for the children's workforce.

## 1. Strategic Direction and Development of the School

- 1.1 Drawing on experience and best practice, work together with the Local Governing Board and Senior Leadership Team, CEO and Headteacher for School Improvement to build a strong strategic direction and ethos of continuous improvement.
- 1.2 Maintain and further develop the school's ethos and provide educational vision and direction for the school which secures:
  - Effective teaching
  - Successful learning and outstanding pupil achievement
  - Sustainable high standards in pupil's spiritual, moral, cultural, social and physical development, preparing them for life's opportunities and experiences.
- 1.3 Draft and implement the school's improvement plan, including school improvement and management of resources, including:
  - Identifying priorities and targets that support high standards enabling pupils to make progress and maximize achievement
  - Supporting continuous improvement in teachers' effectiveness
  - Is underpinned by sound financial planning and business processes and systems.
- 1.4 Ensure all those involved in the school are committed to its aims, are motivated to achieve them and are involved in setting and meeting the long, medium and short term objectives and targets which will secure the educational success of the school.
- 1.5 Ensure that the management, organisation and administration, including finance, of the school support its vision and aims.
- 1.6 Ensure policies and practices take account of national, local and school data and inspection and research findings and reflect best practice.
- 1.7 Use whole school quality assurance strategies to monitor, evaluate and review the effects of the school's policies, priorities and targets and take action as necessary.
- 1.8 Ensure that the school plays an active role in the development of Hadley Wood Primary School, supporting the ongoing growth and impact of the organisation.
- 1.9 Ensure the ethos, vision, values and principles of the Hadley Wood Primary School are reflected in those of

the school.

1.10 Encourage innovation, creativity and flexibility in the change process, enabling collective responsibility

## **2. Teaching and Learning**

- 2.1 Work with the Local Governing Board and Central Team to sustain effective teaching and learning throughout the school.
- 2.2 Use benchmarks and evidence based best practice to set targets for service delivery and improvement.
- 2.3 Create and maintain an environment which promotes and secures outstanding teaching, effective learning, and high standards of achievement, behaviour and a passion for learning.
- 2.4 Work with the Local Governing Board and Central Team to determine, organise and implement the curriculum and its assessment; routinely monitoring and evaluating in order to identify and share good practice and act on areas for improvement.
- 2.5 Ensure effective teaching is evidenced across the full curriculum building on and extending pupils' cultural capital, with a comprehensive programme of monitoring in place.
- 2.6 Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils across the school, ensuring equality of access for those with special educational needs and disabilities, in order to set and meet challenging, realistic targets for achievement.
- 2.7 Develop and maintain effective links across the Trust and with the wider educational and local community, including business and industry, to extend the curriculum and enhance teaching and learning.
- 2.8 Maintain and further develop the school's effective partnership with parents/carers and the wider community to support and improve pupil's achievement, personal development and the closing of attainment gaps in specific groups.

## **3. Leadership**

- 3.1 Maximise the contribution of all staff to improving the quality of education provided and standards achieved and ensure effective working relationships are in place throughout the school.
- 3.2 Plan, allocate, support and evaluate the work of teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- 3.3 Implement and sustain effective systems for staff induction and management of performance, incorporating appraisal and targets, ensuring those for classroom staff relate to pupil achievement.
- 3.4 Hold all staff to account for their professional conduct and practice, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- 3.5 Motivate and enable all staff to develop expertise in their respective roles through high-quality continuous professional development.
- 3.6 Identify and nurture talent to enable effective leadership development in a climate where excellence is the standard, leading to clear succession planning.
- 3.7 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
- 3.8 Sustain motivation of self and other staff and have a duty of care regarding staff welfare.
- 3.9 Ensure professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers, including those for the Headteacher.
- 3.10 Lead by example, demonstrate and ensure the continuous commitment by all staff to help keep the children in the care of the school safe.

#### **4. Resource Management**

- 4.1 Work with the Central Team to recruit staff of the highest quality, complying at all times with best and safer recruitment practice.
- 4.2 Recruit, retain and deploy high calibre staff effectively in order to ensure the highest quality of education provided.
- 4.3 Set appropriate priorities for expenditure, allocating funds and ensuring effective administration and control in line with the school's policies and Hadley Wood Primary School financial guidelines.
- 4.4 Manage and organise accommodation efficiently and effectively to ensure the needs of the curriculum and health and safety regulations are met at all times.
- 4.5 Manage, monitor and review the range, quality, quantity and use of all available resources in order to maximise the quality of education and pupil achievement, ensuring at all times a focus on efficiency and value for money.
- 4.6 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
- 4.7 Work with the Central Team supporting the strategic plan and growth of the school and Trust with effective planning for the maintenance and development of the school estate.

#### **5. Accountability**

- 5.1 Provide information, objective advice and support to the Local Governing Board and Board of Trustees in meeting their responsibilities for securing effective teaching and learning, and the highest standards of achievement, efficiency and value for money.
- 5.2 Ensure the school operates as an organisation in which all staff recognise that they are accountable for its success and are clear as to how they contribute to this.
- 5.3 Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including the Local Governing Board, pupils, parents/carers, Hadley Wood Primary School, the local community, OFSTED and others.
- 5.4 Ensure pupils and parents/carers are well informed about the curriculum, attainment and progress and about the contribution they make to the school's achievements.
- 5.5 Ensure that an appropriately trained individual is named as the Designated Safeguarding Lead and is held accountable for all elements of this role.
- 5.6 Ensure accurate and up-to-date records are compiled, maintained and audited to satisfy legal, operational and strategic governance requirements including those relating to safeguarding.

All teachers have a responsibility for providing and safeguarding the welfare of children and young person's s/he is responsible for or comes into contact with. As the Trust grows, and the nature of primary education leadership evolves, it is likely that the post holder's role will evolve to reflect this and this job description will be reviewed accordingly by the CEO and the Chair of Governors/Trust to ensure it reflects the changing role.

This position is subject to a Disclosure and Barring Service enhanced check, satisfactory references, and proof of qualifications and the right to work in the UK.