

## Job Description

The post holder must at all times carry out his/her responsibilities within the spirit of the School policies and within the framework of legislation relating to Education, with particular regard to the statutory responsibilities of the Governing Body of the School.

The specific duties and responsibilities include but are not limited to:

### Key priorities

The key priorities for this role and the school for the next 12 months are to:

- Ensure that standards continue to rise
- Improve the quality of teaching
- Ensure the attainment and progress gap closes between disadvantaged pupils and their peers.
- Ensure that behaviour improves and that all pupils feel safe.
- Ensure that attendance improves, particularly the attendance of disadvantaged pupils.
- Embed robust planning and quality assurance systems and processes throughout all areas of school.

### Core purpose

The core purpose of this role is to provide professional leadership and management of the school that will promote a secure foundation from which to achieve high standards in all areas of the school's work.

To achieve success the Headteacher will:

- Provide vision, leadership and direction.
- Effectively manage and improve learning and teaching.
- Promote excellence, equality and high expectations of all pupils.
- Deploy resources to achieve school aims.
- Evaluate school performance and identify priorities for continuous improvement.
- Carry out day-to-day management, organisation and administration.
- Secure the commitment of the wider community.
- Create a safe and productive learning environment that is engaging and fulfilling for all pupils.



## Key responsibilities

### Strategic direction and shaping the future

- Work with the Governing Body and other key stakeholders to ensure the school's vision is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the school's vision into agreed objectives that promote and sustain school improvement.
- Demonstrate the school's values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive environment.
- Ensure that strategic planning takes account of diversity, values and experience of the school and the community.

### Leading learning and teaching

- Maintain a consistent and relentless focus on pupils' achievement and attainment, making sure that assessment for learning is outstanding throughout the school and that all teachers use data effectively.
- Ensure that learning is at the centre of strategic planning and resource management.
- Create a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Implement strategies that maintain high standards of behaviour and attendance.
- Review and refresh the school's curriculum.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies.

### Managing the organisation

- Fulfil the statutory duties, in relation to the curriculum, safeguarding and child protection.
- Ensure the effective deployment of staff and resources within the school main site and partnerships.
- To support the consistency of approaches to maintain and improve levels of good behaviour.
- Work with the partners to set the school budget and monitors its effectiveness.
- Manage organisational change effectively.
- Be responsible for improvement of the school – ensuring action plans are in place and monitored vigorously.





HADY PRIMARY SCHOOL

Headteacher: Mrs S Chapman

- Ensure all annual reports and pupil reviews are of a high quality and meet statutory frameworks.
- To support the consistency of approaches to maintaining and improving levels of attendance.
- Ensure the day-to-day management structures, systems and processes work effectively in line with key priorities.
- Work collaboratively with the leadership team and middle managers to ensure school improvement is sustained and to deliver quality outcomes for pupils.
- Ensure safe working practices are adopted by staff.
- Maintain appropriately safe premises/work areas for all staff, pupils and visitors to the school site.

#### **Developing self and working with others**

- Regularly review own practice and take responsibility for own personal development.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews.
- Treat people equitably and with dignity and respect to create and maintain a positive school culture.
- Ensure clear delegation of tasks and responsibilities, so that teams and individuals undertake effective planning, allocation, support and evaluation of work.
- Acknowledge responsibilities and celebrate achievements of teams and individuals.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Manage own workload and that of others to allow an appropriate work/life balance.

#### **Accountability**

- To be accountable for the clearly defined and agreed responsibilities/accountabilities relating to the day-to-day leadership and management of the school.
- To fulfil commitments of contractual accountability to the Governing Body.
- To play a key role in designing and maintain a self-evaluation framework which clearly identifies strengths and areas for development, in order to inform the school improvement agenda and maintain high standards.
- To ensure that the school is clear that individual staff's accountabilities to the school are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- To ensure that the school presents a coherent and accurate account of its performance to a range of audiences, including the local authority, Governors, parents and carers, and the local community.
- To develop a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- To be responsible for all aspects of the self-evaluation within the school/partnerships.

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### Strengthening community

- Build a school culture and curriculum which takes into account the richness and diversity of the school's communities.
- Ensure learning experiences for pupils are integrated with the wider community, and that some of these are community-based.
- Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enrich the school and its value to the wider community.
- Co-operate and work with relevant agencies to protect children.

### Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the school.
- Participate in relevant training, other learning activities and performance management as required.



## National Standards for Headteachers

This job description is based on the Department for Education (DfE), the National Standards for Headteachers, and the Common Core of Skills and Knowledge for the Children's Workforce.

The Headteacher will carry out their professional duties in accordance with, and subject to, the National Conditions of Employment for Headteachers, and education and employment legislation.

The Headteacher is accountable to the governors for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE may make. This job description is subject to annual review.

The Governing Body is committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to the following guidance and regulations to safeguard children and young people.

The successful candidate will be required to complete a Disclosure and Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

## Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that as is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. The job description may be revised from time to time and the post holder will be consulted at the appropriate time.

The appointment is initially made to Hady Primary School, which is an LA maintained school in Derbyshire County Council. However, the Department for Education has agreed that Hady Primary School will leave the local authority and become part of Chorus Education Trust. This is due to be completed by 1<sup>st</sup> August 2024.