

# Hartwell Primary School – A Church of England Academy



## Job Description – Headteacher Salary Range

### A. Purpose of the Post:

- Provide inspirational and dynamic leadership within a Christian context enabling each child to flourish.
- Promote a culture of excellence, equality and high expectations in all aspects of the school's work.
- Promote and safeguard the welfare of all children and staff within the school.
- Ensure that the school is managed and organised to achieve its aims and objectives.

In order to achieve this purpose, six key areas of leadership have been identified:

### B. Key Areas of Leadership

- Strategic direction/ shaping the future.
- Leadership and management.
- Leading teaching and learning.
- Managing the organisation.
- Securing accountability.
- Strengthening the community.

## **1. Strategic Direction/Shaping the Future**

*The Headteacher will:*

- Create a coherent vision for the school and ensure it is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.
- Encourage creativity, innovation and the use of appropriate new technologies to achieve the highest standards possible.
- Ensure that strategic planning recognises the social, emotional, intellectual and spiritual aspects of life and takes account of the diversities that comprise the makeup of the school and wider community.
- Lead and manage change effectively.

## **2. Leadership & Management**

*The Headteacher will:*

- Role model and develop the Schools values ensuring an environment which secures high standards of behaviour and attendance.
- Create and implement a Development Plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring pupils achieve high standards and make progress, increase teacher effectiveness and secure school improvement.
- Advise and support the Governors and School Business Manager to ensure that the management, finances, organisation and administration of the school support its vision and aims.
- Ensure that policies and practices take account of national, local and school data, including inspection and research findings and the outcomes of the school's own self review.
- Monitor and evaluate the performance of the school and report to the Governing body regularly.

## **3. Leading Teaching and Learning**

*The Headteacher will:*

- Lead and direct the teaching and learning
- Establish creative, responsive and effective approaches to learning and teaching ensuring that learning is at the heart of everything that is done.
- Ensure a consistent and continuous focus on pupils' achievement using self-assessment, data and benchmarks to monitor progress in every child's learning.
- Challenge under-performance at all levels, ensuring effective corrective action and follow-up through coaching and mentoring.
- Build a culture and ethos of challenge and support, where all pupils can achieve their best and become engaged in their own learning in a supportive and inclusive environment.
- Initiate and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Employ new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and provide support through improvement strategies.

#### **4. Managing the Organisation**

*The Headteacher will:*

- Manage the school's finances and staff effectively and efficiently to have maximum impact on teaching and learning.
- Manage the school environment efficiently and effectively, ensuring it meets the needs of the curriculum and health & safety regulations.
- Lead the safeguarding of children, maintaining policy and practice to ensure the school is a safe environment for learning and any issues are managed professionally.

#### **5. Securing Accountability**

*The Headteacher will:*

- Fulfil commitments arising from contractual accountability to the Department for Education.
- Work with the Governing Body to enable it to meet its responsibilities.
- Develop a school ethos, which encourages a sense of loyalty, mutual accountability and respect.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to review and evaluation. Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences.
- Be an excellent communicator and listener, honestly reflecting on the views of others.

#### **6. Strengthening the Community**

*The Headteacher will:*

- Recognise and build on the diversity, values and experience of the school and the Hartwell community at large, treating all stakeholders with fairness, dignity and respect.
- Collaborate with the Diocese, the local church and other agencies in providing for the academic, moral, social, emotional, spiritual 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.
- Maintain and develop effective links with the community to extend the curriculum and enhance teaching and learning.
- Seek opportunities to invite parents and carers, community figures and businesses into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the education system by, for example, working in partnership with other schools.

Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.