



# Helmdon Primary School

## Job description: Headteacher

### Job details

**Salary:** Group 1; £58,569 - £67,898

**Contract type:** Full Time

**Reporting to:** The Governing Body

### Main purpose

The headteacher will:

- › Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community.
- › Establish and oversee systems, processes and policies so the school can operate effectively.
- › Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- › Make sure these school improvement strategies are effectively implemented.
- › Monitor progress towards achieving the school's aims and objectives.
- › Allocate financial resources appropriately, efficiently and effectively.
- › Ensure the safeguarding of all pupils and staff.

### Qualities

The headteacher will:

- › Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- › Build positive and respectful relationships across the school and local community.
- › Serve in the best interests of the school's pupils.

### Duties and responsibilities

#### School culture and behaviour

The headteacher will:

- › Create a culture where pupils experience a positive and enriching school life.
- › Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- › Ensure a culture of staff professionalism.

- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.
- Undertake the role of class teacher at least two days per week.
- Ensure parents /carers and pupils are kept well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their children's learning.

## **Teaching, curriculum and assessment**

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
- Ensure teaching is underpinned by subject expertise.
- Effectively use formative assessment to inform strategy and decisions.
- Ensure the teaching of a broad, structured and coherent curriculum.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read.

## **Additional and special educational needs (SEN) and disabilities**

The headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum.
- Have ambitious expectations for all pupils with SEN and disabilities.
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
- Ensure the school fulfils statutory duties.

## **Managing the school**

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care.
- Manage staff well with due attention to workload.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Take responsibility for the management the schools financial resources.

## **Professional development**

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities.
- Keep up to date with developments in education.
- Ensure training and continuing professional development is effectively planned, delivered and evaluated.
- Make sure professional development opportunities draw on experts both within, and beyond the school.
- Seek training and continuing professional development to meet the needs of all staff members.

## **Governance, accountability and working in partnership**

The headteacher will:

- Understand and welcome the role of effective governance, upholding the obligation to give account and accept responsibility.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

## **Other areas of responsibility**

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.