

Headteacher - Job description

Responsible to:	Governing body
Group size:	Group 1 School – L9 to L15
Job Purpose:	To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all pupils and improved standards of learning and achievement.

Duties and key result areas:

Professional duties to be carried out in accordance with the terms and conditions of the current [School teachers' pay and conditions document](#) issued by the DFE and the documents: [Headteachers' standards 2020 - GOV.UK \(www.gov.uk\)](#) [The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](#)

The professional duties of the headteacher include:

The headteacher will:

- Formulate the aims and objectives of the school and provide overall strategic leadership.
- Establish policies for achieving the aims and objectives.
- Manage staff and resources to that end.
- Monitor progress towards the achievement of the school's aims and objectives.
- Lead by example and model best practice regarding professional conduct, workload and personal development.
- Be a role model for all in our community.

Duties and responsibilities - qualities and knowledge

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.
- Build positive relationships with all members of the school community, showing positive attitudes to them.
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.
- Work with political and financial astuteness, translating policy into the school's context.
- Communicate the school's vision compellingly and drive strategic leadership.
- Seek training and continuing professional development to meet own needs.

Pupils and staff

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- Ensure excellent teaching in the school, including training and development for staff.
- Establish a culture of 'open classrooms' as a basis for sharing best practice.
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge.
- Identify emerging talents, coaching current and aspiring leaders.
- Hold all staff to account for their professional conduct and practice.

Systems and processes

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Welcome and work with the governing body providing the information it needs to govern effectively.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
- Support distribution of leadership throughout the school.

The self-improving school system

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils.
- Develop effective relationships with fellow professionals.
- Model entrepreneurial and innovative approaches to school improvement and leadership.
- Inspire and influence others to believe in the fundamental importance of education in children's lives and to promote the value of education.

Accountability

- Provide information, advice and support to the governing body to enable it to meet its responsibilities.
- Create and develop an organisation in which all staff recognise that they are accountable for the success of the school, presenting a coherent and accurate account of the school's performance in a form appropriate to a range of audiences.
- Ensure that parents and carers are well informed about the curriculum and their child's attainment and progress, and about the contribution that they can make to best support their child's education.
- Safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. The post holder is expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the school.

Work arrangements

- Able to meet the transport requirements of the post.
- Working pattern as identified in the relevant School Teachers Pay & Conditions Document.