

**LAWRENCE SHERIFF SCHOOL**

**A National Teaching School**

**RUGBY**

**Job Description - Headteacher**

1. **Overall Purpose**

To be responsible to the Governing Body and through them to the students and parents of LSS for the implementation and development of the aims of the school, which are:

1. For students and staff to be happy during their time at Lawrence Sheriff;

1. To blend the long tradition of a grammar school’s pursuit of academic excellence with the preparation of students for balanced and independent understanding of current pressures, trends and challenges in society;

1. To work supportively with the students for their intellectual, moral, physical and emotional development and maturity, whatever the differences in individual gifts or circumstances;

1. To encourage a desire for learning, both for its own sake and for its useful application, and an appreciation that openness to learning extends beyond school into adulthood;
2. To emphasise the moral obligation to show understanding, respect and sympathy to others, and to demonstrate that individual success in any field of activity, inside or outside school, is enhanced by a collective sense of shared responsibility and care.

In addition, under the overall direction of the governing body, to:

a. Ensure the protection and safety of pupils and staff through effective approaches to **safeguarding**

b. To maintain the distinctive **culture and values** of the school

c. To oversee the **strategic direction of the school**, preparing a yearly development plan, whole school SEF and a range of other documentation to shape the long-term development of the school

d. To ensure that processes are in place to sustain high quality **teaching and learning** across all subjects and phases. To work with the senior team to monitor the quality of teaching and to provide regular feedback to the governing body

e. To have an overview of **curriculum and assessment** policy, ensuring that what is taught is broad, coherent and up to date and that it provides the knowledge, skills and values that students will need for later life. To work with senior colleagues to ensure that assessment is valid, reliable and proportionate

f. To ensure that the school’s processes for **pastoral care** emphasise their equal value in the school and the expected standards of attitude and behaviour both within school and the wider community

g. To take overall responsibility for the **appointment, professional development and morale** of all staff

h. To act as Accounting Officer for the Academy Trust, ensuring sound **financial oversight** of all resources available to the school. As part of this to oversee systems, processes and policies that enable the school to operate effectively and efficiently. To ensure rigorous approaches to identifying, managing and mitigating risk

i. Ensure **staff are deployed and managed well** with due attention paid to workload

j. To ensure that sound **resource management** processes are in place for buildings and equipment and that a robust health and safety process has been implemented

k. To promote effective **partnership working** at all levels, overseeing and actively supporting the staff who lead the work of the school as a National Teaching School Hub

l. To maintain a close working relationship with the **Chair of Governors and other members of the governing body**, attending all governing body meetings and committees, providing advice and support as appropriate

m. Fulfil all the requirements and duties as set out in the School Teachers’ Pay and Conditions Document relating to the **Conditions of Employment of Headteachers**