



Job Description - Headteacher

This job description should be read alongside, and in conjunction with, the range of professional duties outlined in the Headteacher's Standards document and the current School Teachers' Pay and Conditions Document. Nothing in this description should be perceived as detracting from those documents.

The Headteacher is accountable to the Governing Board for the achievement, conduct, management and administration of the school, subject to any national legislation which may be introduced. This job description will be subject to regular review.

Job Purpose

Provide professional leadership, strategic direction and ambitious vision for the school, securing its continued success and development and ensuring high quality education for all its pupils within a safe, nurturing environment.

To lead and ensure the smooth running of the Nurture Group and ASD Hubs in consultation with the Local Authority, including ongoing development and financing.

Key Responsibilities

Quality of Education and School Improvement

- Work with the Governors to develop and communicate a clear, ambitious and strategic vision for the successful development of the school;
- Motivate and inspire others to carry this vision forward, empowering all students and staff to excel;
- Demonstrate and articulate high expectations, setting aspirational targets for all;
- Promote positive and respectful relationships with all members of the school community;
- Lead curriculum development and innovation, ensuring a creative, inspiring curriculum which meets the needs of all learners from all backgrounds, whilst also fulfilling statutory requirements;
- Promote an inclusive school;
- Ensure the implementation of effective intervention and support programmes, the impacts of which are regularly reviewed and evaluated;
- Implement strategies that continue to promote high standards of behaviour and attendance, maintaining a calm and happy learning environment;

- Ensure the quality of teaching and learning moves towards outstanding;
- Ensure a culture of staff professionalism, maintaining effective strategies and procedures for staff induction, professional development and performance review;
- Ensure that the safety, education and interests of children are at the centre of everything.

Teaching and Learning

- To lead by example in being a teacher passionate about how children successfully learn and maintain a constant focus for the school upon the craft of the classroom;
- To encourage by all means the celebration of success in learning and successful teaching;
- To ensure that pupil assessment is accurate and pupil performance information is used effectively by all staff;
- To ensure that all Leominster pupils receive an education which is enjoyable and fulfilling, in which each individuals' gifts and talents are explored and in which no-one feels marginalised or put down.

Leadership & Management

- Provide the leadership and management which enables the school to give every student high quality education and which promotes the highest possible standards of achievement, personal development and well-being;
- Ensure that the highest priority is given to promoting and safeguarding the welfare of children;
- Model the values and vision of the school;
- Translate the school vision into agreed objectives and operational plans;
- Embrace the positives of using the “digital world” to enhance learning, whilst using rigorous approaches to minimise risk;
- Ensure there is a well-planned and thorough annual cycle of assessment, monitoring and evaluation across the school; continuously review strategies to ensure that the highest standards of teaching and learning are maintained;
- Ensure staff are deployed and managed effectively, with attention paid to workload, retention and moral. Links should be maintained with organisations representing staff;
- Prioritise and allocate financial resources appropriately, ensuring efficiency and effectiveness within the context of the annual budgetary cycle, being mindful of the use of public funds;

- Ensure that the school resources are managed sustainably and deployed in the best interests of our children and the school community;
- Support the school in securing additional resources to aid school improvement;
- Ensure that policies and practices take account of national and local circumstances and initiatives;
- Manage the school on a day-to-day basis ensuring that policies, including safeguarding and Health & Safety, are fully adhered to. This includes overall responsibility of the site and ensuring the maintenance and cleanliness of the school and surroundings are met;
- To arrange for a deputy Headteacher or other suitable person to assume responsibility for the discharge of the Headteacher's functions as required.
- Ensure relevant GDPR and data protection legislation is practised consistently;
- To ensure that Equal Opportunity is demonstrated in all school activity;
- Regularly review own practice, set personal targets and take responsibility for own professional and personal development.

Promotion of School & Community

- Sustain an ethos and culture within the context of the school's vision, which embraces the richness and diversity of the local and wider communities;
- Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of children and their families;
- Maintain and develop effective partnerships with parents and carers to support and improve children's achievement and personal development;
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enrich the children's experiences;
- Use innovative strategies to market the school and raise its profile within the community;
- Develop an organisation in which staff recognise that they are accountable for the success of the school.

Safeguarding

- Ensure that all safeguarding policies and practices fully meet the latest national guidelines and are published as required;
- Ensure all staff and governors are fully trained and aware of their responsibilities;
- Co-operate and work with relevant agencies to protect children;
- Continually update own knowledge and skills;
- Ensure effective supervision and security of the school environment, including digitally;

- Ensure the school is compliant with relevant and current Health & Safety procedures;
- Model and articulate effective safeguarding at all times, maintaining a safe and secure school.

Governance

- Establish and maintain appropriate working relationships with the Local Authority and the school's Governing Board;
- Work closely and in partnership with the governing board to enable it to meet its statutory responsibilities;
- Ensure there are effective and accurate reporting systems to the school's Governing Board and the Local Authority on all matters relevant to the discharge of the school's responsibilities.