

Lickey Hills Primary School & Nursery

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Job description: Headteacher

Job details

Salary: L17 – L23 salary range £65,699 - £76,122 per annum.

Group: 3

Contract type: Full-time, permanent

Reporting to: Board of governors

Responsible for: Deputy Head, two Assistant Heads, Business Manager, teaching staff, office, site, support staff and the Hive wrap around care team

Main purposes of the job

The headteacher will:

- Provide inspirational, strategic and professional leadership for Lickey Hills Primary School and Nursery to deliver an outstanding education for all of the children
- 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
- Prioritise and allocate financial resources appropriately, efficiently and effectively

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 whole school community
- Serve in the best interests of the school's pupils
- Be approachable to staff, pupils and parents
- Show passion, drive, positivity, and enthusiasm
- Committed to inspiring a love of learning in our children
- Be a team player willing to collaborate and work with all staff.
- Appreciate the importance of fun in a school

Duties and responsibilities

School culture and behaviour

The headteacher will:

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- › Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- › 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
- › Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- › 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
- › Use good communication skills in line with all members of the school community
- › Enhance school life by encouraging inter-school sports competitions, church and community leader led assemblies

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 high levels of 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
- › Use research to inform targeted teaching and learning
- › Encourage creativity within the curriculum and be committed to including outdoor learning

Additional and special educational needs (SEN) and disabilities

The headteacher will:

- › Promote an ambitious culture and practices that enables all pupils to access the curriculum
- › Have ambitious expectations for all pupils including those with SEN and disabilities
- › Make sure the school works effectively in partnership with parents, carers and professionals to identify additional and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- › Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Managing the school

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The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Provide effective and supportive leadership and deploy and manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- Develop the 'wrap around care' facility to maximise the opportunity it presents

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, including accepting 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 the Bromsgrove Learning Partnership, other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils