

Job Description

Title: Headteacher, Long Furlong Primary School

Level: Group 2, 15-21

Purpose

The role of the headteacher is to provide outstanding professional leadership and management of Long Furlong Primary School. As the lead professional within the school, the Headteacher will:

- Build on the existing foundations to achieve the highest standards in all areas of the school's activities, ensuring each individual child and member of staff is inspired to be a life-long learner with the confidence to achieve their potential.
- Lead and manage the school in an inspirational and ambitious manner that delivers the agreed vision, moving the school on from its Requires Improvement judgement and setting it on the journey to becoming Ofsted 'Outstanding'.

Strategic direction and development of the school

- Work with the governing body to develop a shared strategic vision and School Development Plan. Analyse and plan for the future needs and further development of the school.
- Promote an ambitious culture of encouragement, support, and challenge, with high expectations for all stakeholders in the school community.
- Encourage creativity, innovation and the use of appropriate technologies and techniques to achieve excellence and a broad curriculum, equipping pupils well for their next stage of education within the school and the wider educational environment.
- Provide vision and direction to secure effective teaching, successful learning and achievement by pupils and sustained improvement in their social, moral, cultural, spiritual, and physical development to prepare them for the opportunities, responsibilities, and experiences of later life.
- Ensure that a School Development Plan, based on robust self-evaluation, is in place and is delivered and impacts on school improvement Enable the governing body to challenge and support the school effectively to enable it to meet its responsibilities, by attending meetings and providing timely and relevant information on:
 - Progress against School Development Plan.
 - Pupil attainment, progress and achievement and quality of teaching and learning.
 - Action arising from any recent audits.
 - Child safeguarding, bullying, exclusions, and attendance.
 - Such other matters as the governing body needs to be informed about to be effective.
- Propose to the governing body a balanced budget that meets the needs and addresses the priorities within the School Development Plan across the planning period.
- Promote the vision and values of the school and demonstrate them in everyday work and practice to allow both children and adults to flourish.

Leading and managing staff

- Embrace the values as set out by the Governors and ensure that these underpin all activities and inform all relationships.

- Lead, motivate and develop all staff to achieve the highest possible professional standards, treating them fairly, equitably and with integrity to create and maintain a positive school culture.
- Monitor and evaluate the quality of teaching and standards of pupils' achievement across the school, using benchmarks and rigorous analysis of data to identify priorities for school development and setting targets for improvement to achieve outstanding teaching and learning outcomes.
- Plan, allocate, support, and evaluate the work undertaken by all staff, ensuring clear and appropriate delegation of tasks and devolution of responsibilities.
- Manage appropriate procedures for staff recruitment, selection, appointment, induction, deployment, development, retention, and performance management.
- Implement strategies which secure high standards of behaviour and attendance.
- Support subject leaders in the development of core and foundation subjects.
- Ensure the motivation, development, and wellbeing of the whole school staff, including the expectation of a healthy balance between work and other commitments.
- Develop and maintain a culture of high expectations for self and others and take appropriate action when performance is unsatisfactory.
- Take responsibility for own personal development and achieving agreed objectives, through regularly review and reflection on practice, taking account of feedback from others.

Quality of education

- Co-ordinate the provision of an ambitious and coherently planned curriculum that is designed to give all learners the knowledge they need to succeed in life.
- Implement highly effective strategies to support and challenge teachers.
- Ensure the highest standards of teaching to create a culture and learning environment that enables all children to fulfil their potential.
- Operates systems for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using data, and setting targets for achievement of all pupils, especially those in vulnerable groups.
- Demonstrates the vision and desire to improve attainment and progression for all children, with additional focus for PPG and SEND children, identifying gaps, implementing interventions, and monitoring their effectiveness.
- Promotes excellence in teaching and learning, using the latest evidence base, ensuring a continuous focus on pupils' achievement and the development of the whole child.
- Ensures that learning is enjoyable as well as challenging.
- Ensures that a varied and rich educational experience is available for all pupils, including a variety of extra-curricular opportunities.
- Ensures that effective and appropriate pastoral support is available to pupils.
- Through measurement and analysis, identifies and acts on areas of development in relation to all aspects of school improvement.

Safeguarding

- Promote and uphold a strong safeguarding culture across the school community, ensuring current good practice is sustained and continues to evolve to remain up to date.
- Ensure the policies and procedures relating to safeguarding and safer recruitment are adopted by the governing body and are fully implemented and followed by all staff.

- Ensure sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- Ensure all staff and volunteers feel able to raise concerns about poor and unsafe practice in regard to children and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.

Community and working in partnership

- Be the external face of the school to our community, ensuring good communication between the school and everyone with whom we work.
- Build a school culture and curriculum which takes account of and utilises the richness and diversity of the school's communities and nurtures relationships through effective communication, to enhance and enrich the school and its value to the wider community.
- Maintain an outward-looking perspective through creating learning experiences for pupils with the wider community.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning partnerships.

This Job Description should be read alongside the range of duties and responsibilities for Headteachers with the National Standards for excellence for Headteachers and the annual School Teachers' Pay and Conditions. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the professional responsibilities of the post holder. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder and the Governors.