



Meadows First School

Job Description: Headteacher

Authority: Worcestershire

Job Title: Headteacher

Location: Meadows First School, Bromsgrove

Salary Range: L13 – 24

(£59,558 - £78,010)

Reporting to:

The Governing Body, and Local Authority by working with them, the Senior Leadership Team and other colleagues in relation to the key areas as outlined below.

MAIN PURPOSE

The Headteacher will have overall responsibility for the organisation and management of the whole school.

The Headteacher will deliver vision, leadership, and strategic direction to secure the overall effectiveness and continued improvement of the school whilst successfully working with all the necessary stakeholders in order to achieve this.

The Headteacher is accountable to the Governing Body. The current School Teachers' Pay and Conditions Document sets out the range of duties and responsibilities of a Headteacher, and therefore this job description is aligned to this document.

CORE PURPOSE - TO LEAD THE STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

The Headteacher, working with the Governing Body, will develop a strategic view for the school within the local, national and international context, and will:

- Lead by example, providing inspiring and purposeful leadership for the staff and pupils.
- Work in partnership with the Governing Body, staff, parents and the LA in continuing to develop the ethos and values which underpin the school.
- Formulate the overall aims and objectives for the school.

- Create and implement a School Improvement Plan, underpinned by sound strategic financial planning, which identifies priorities and targets to ensure pupils achieve high standards and make progress, to increase teacher effectiveness and to secure school improvement.
- Ensure that all stakeholders are committed to the aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.
- Ensure that the management, finances, organisation and administration of the school supports the vision and aims.
- Liaise with BAM (our PFI provider) to ensure effective day to day running of the school building and catering services.
- Ensure that policies and practices take account of national, local and school data including inspection and research findings and the outcomes of local authority and school self-review.
- Monitor and evaluate the performance of the school and respond and report to the Governing Body as required.
- Monitor, evaluate and review the effects of the school's policies, priorities and targets and take action if necessary.

LEADERSHIP AND MANAGEMENT

As Headteacher you will:

- Embrace the values as set out by the Governors and ensure that these underpin all activities and inform all relationships.
- Define and implement the school's vision and strategy so that it is understood, agreed, and acted upon across the school community including staff, parents and pupils.
- Identify priorities and targets to ensure that pupils achieve high standards and make outstanding progress, to increase teachers' effectiveness, and to secure continuous school improvement.
- Be an inspiring, authentic, open communicator to different audiences across the school community.
- Strategically plan for future needs and the further development of the school.
- Challenge, support, motivate, and develop all staff to raise their performance by setting effective performance targets.
- Lead by example, be personally visible and observably committed to the school.
- Demonstrate a leadership approach which is focused, flexible, caring and inclusive.
- Engage, develop, and nurture all staff.
- Carry out day-to-day management, organisation and administration.
- Keep up to date with local and national evidence-based approach to raise learners' standards.
- Lead, co-ordinate and monitor the continuing professional development of all staff, including the induction of early career teachers, based on assessment of needs and in relation to the standards for qualified teacher status (QTS), the career entry profile and the standards for induction.

- Lead and manage the on-site MAB – working in partnership with the middle school in ensuring effective deployment of staffing and resources in order to effectively manage this specialist provision and its staff.
- Ensure all statutory policies are in place and kept up to date, working closely with teaching staff, the SLT and the Governing Body.

QUALITY OF EDUCATION AND ASSESSMENT

As Headteacher you will:

- Develop and agree a curriculum policy to meet statutory and pupil requirements that supports the school's aims and needs.
- Lead on the coherent implementation of a broad, balanced, ambitious curriculum setting out the knowledge, skills and values that will be taught by highly effective subject leaders who possess the expertise and comprehensive knowledge of their curriculum.
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systemic synthetic phonics.
- Operate 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.
- Promote excellence in teaching and learning, using the latest evidence base, ensuring a continuous focus on pupils' achievement and the development of the whole child.
- Ensure that a varied and rich educational experience is available for all pupils, including a variety of extra-curricular opportunities and continuing to be committed to outdoor learning.
- Continue to build on the high expectations for all pupils which are built on positive relationships, rules and routines that are clearly understood by pupils and explicitly delivered and managed by all staff in order for all pupils to make the necessary progress and achievement.
- Through measurement and analysis, identify and act on areas of development in relation to all aspects of the school.
- Effectively lead the collection and analysis of timely assessment data, followed by strategically planning and deploying resources (including staffing) to focus on identifiable areas for development in order to achieve at least good progress and outcomes for all pupils.

VISION AND ETHOS

As Headteacher you will:

- Effectively sustain and grow the school ethos through the motto 'caring, sharing, preparing for life' across all areas of the curriculum.
- Continue to embed the positive culture support and well-being with both staff and pupils through the Meadows Mouse and Wellbeing wheel.
- Build on the recent success of being named as a Centre of Excellence for Inclusion by continuing to develop innovative and effective ways to raise the outcomes for all learners irrespective of their starting points.

- Ensure effective and appropriate pastoral support is available to pupils.
- Create and maintain an effective partnership with parents/carers to support and improve pupils' achievement and personal development.

EFFECTIVE MANAGEMENT OF SCHOOL FINANCES, RESOURCES AND BUILDINGS

The Headteacher will deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context and will:

- Contribute to the formulation of policies and procedures of the Governing Body concerning the school's resource and asset management.
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control by:
 - effective management of the school's budget
 - rational allocation and monitoring of time, space and material resources
 - ensuring effective and safe arrangements for the siting and storage of material and equipment.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations for both Meadows First School and the on-site MAB.
- Work with BAM (our PFI provider) as appropriate to ensure arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
- Ensure that any lack of maintenance, repairs or modification, including breaches of Health and Safety legislation is acted upon promptly and in accordance with the delegation arrangements of the Governing Body.
- Ensure effective working relationships with external agencies and services contracted to the school, to the Governing Body and the LA – to include the current PFI status of the school and building.
- Work with governors and senior colleagues to recruit and retain teaching and non-teaching staff of the highest quality.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

GOVERNANCE, ACCOUNTABILITY AND PARTNERSHIP-WORKING

The Headteacher will account for the efficiency and effectiveness of the school to the community, and will:

- Maintain a working environment in which all the staff recognise their professional responsibilities and that they are accountable for the success of the school.

- Ensure that all staff understand their professional responsibilities and are held to account in line with the Professional teacher standards.
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the LA, the local community, Ofsted, and others to enable them to play their part effectively.
- Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- Continue to work successfully with the Bromsgrove Learning Partnership and strengthen relationships with both local and regional schools and organisations.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Ensure all staff are compliant with the latest safeguarding guidance and that all pupils and staff are aware of how to report any safeguarding concerns appropriately. Ensure all policies and procedures in are place which result in any queries being dealt with swiftly and effectively.
- Carry out any such duties as may be reasonably required by the Governing Body, including ensuring the school operates effectively and efficiently within the required regulatory frameworks and meets all statutory duties.