



## **HEADTEACHER - JOB DESCRIPTION**

### **Job purpose**

To provide professional leadership and management for a school which secures its success and improvement, ensuring high quality education for all its children and improved standards of learning and achievement.

### **Designation of Post and Position within Departmental Structure**

The Headteacher is responsible to the school's governing board and where appropriate to the Buckinghamshire Local Authority (LA) for the leadership, teaching and learning, internal organisation, management, control and agreed strategic direction of the school. The Headteacher reports to the Chair of Governors.

### **Main duties and responsibilities**

To undertake the professional duties of a Headteacher as set out in the School Teachers' Pay and Conditions Document and the DfE's Headteachers' standards (2020) in the following key areas:

#### **Strategic direction and development of the school**

- In conjunction with the governing body, create an ethos and educational vision / direction to which parents / carers and the wider community are committed.
- Create and implement a school improvement plan which identifies the aims, objectives and targets needed for effective, sustained school improvement.
- Ensure that the management, finance, organisation and administration of the school supports its vision and aims.
- Ensure that the school has the necessary policies, practices and action plans in place to respond to national, local and school data, as well as inspection and research findings. Ensure that these are regularly monitored, evaluated, reviewed and acted upon.
- Ensure that the school has an embedded culture in which safeguarding children is the top priority.
- Create an ethos which secures effective teaching and successful learning and achievement by children in their spiritual, moral and physical development and prepares them for the opportunities, responsibilities and experiences of life after Newtown.
- Develop community links and maintain good community relations.
- Develop the existing nurturing school ethos recognising social, emotional and intellectual aspects.
- Embrace and support the diversity of the school and wider community.

#### **Teaching and Learning**

- Determine, organise and implement the curriculum and its assessment and regularly monitor and evaluate it to identify and act on areas for improvement.
- Ensure that children develop good behaviour for learning skills and have access to support where needed.
- Maintain an environment and management of behaviour which will enable good teaching, learning and progress for all.
- Have a deep understanding of nurture, child development and the impact of early childhood experiences and trauma on children's ability to learn.



- Create an effective partnership with parents / carers to support and improve children's academic progress and personal development.
- Monitor and evaluate the quality of teaching and learning, including that of all vulnerable groups of children in order to set and meet challenging, realistic targets for improvement.
- Promote diversity, equality and inclusion throughout the school.
- Develop effective links with the community to extend the curriculum.

### **Leading and Managing**

- Lead by example, providing inspiration and motivation to children, staff, and governors, whilst seeking the support of parents / carers.
- Ensure the commitment and motivation of everybody involved with the school to meeting the targets needed for effective school improvement.
- Maximise the contribution of staff and ensure constructive working relationships are maintained between all members of the school community.
- Plan, allocate, support and evaluate workloads ensuring clear delegation of tasks and responsibilities.
- Implement and sustain effective systems for managing performance.
- Provide high quality continuing professional development to all staff based on assessment of needs, leading through example.
- Ensure that trainees and early career teachers are appropriately trained, assessed and supported in relation to the standards for Qualified Teacher Status.
- Challenge, develop and motivate all staff.
- Ensure that professional duties and conditions of employment, as set out in the School Teachers' Pay and Conditions document, including those for the Headteacher, are fulfilled.
- Establish effective communications systems on matters affecting staff and ensure that constructive working relationships are formed between staff and children.
- To review, adapt and consistently implement the behaviour management policy, ensuring that it continues to reflect the nurturing culture.

### **Efficient and effective deployment of staff and resources**

- Work with governors and senior colleagues to recruit and retain staff of the highest quality.
- Work with senior colleagues to deploy and develop all staff effectively to improve the quality of education provided.
- Set appropriate priorities for expenditure, linking the allocation of funds to the school improvement plan and ensuring effective administration and control.
- Manage the school estate efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations.
- Manage, monitor and review the range, quality, quantity and use of resources to improve the quality of education and secure value for money.

### **Accountability**

- Provide information, advice and support to the governing board to enable it to meet its responsibilities.
- Create and develop an organisation in which all staff recognise that they are accountable for the success of the school.



- Present a coherent and accurate account of the school's performance to a range of audiences including governors, the LA, parents / carers, the local community and OFSTED.
- Develop community links and maintain good community relations.
- Ensure that parents / carers and children are well informed about the curriculum, attainment and progress, and the contribution they can make to achieving the school's targets for improvement.

### **Safeguarding**

While safeguarding is the responsibility of every member of staff, ultimately it is the Headteacher who takes the lead in liaising with the local authority, ensuring that the policies are implemented effectively, within appropriate time scales and that appropriate action is taken in all cases / areas of concern. The Headteacher is also responsible for overseeing the induction and ongoing training and development of all staff in administering the school's safeguarding policies.

The new Headteacher will be one of three Designated Safeguarding Officers and will take the lead in all aspects of safeguarding throughout the school.