

JOB DESCRIPTION

Headteacher at Norton Community Primary School

Statutory

1. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.
2. To seek to achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Board in accordance with the requirements set out in the agreed School Teachers' Pay and Conditions Document and ensure that the school is compliant with all statutory guidance and legislation.
3. The Headteacher will be appointed to the role of Designated Safeguarding Lead and will promote and safeguard the welfare of all children and young people within the School, by ensuring that the School's policies and procedures (including online safety and understanding the filtering and monitoring systems and processes in place) relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and other stakeholders feel able to raise concerns and that these are addressed sensitively and effectively.

The School's Governing Body wish a particular emphasis to be placed upon the following:

1. To meet the National Standards for Headteachers as published by the DfE, ensuring leadership decisions reflect Ofsted's Education inspection framework aiming for exceptional practice.
2. To ensure high-quality inclusive education that enables every learner, including those with SEND and from disadvantaged backgrounds, to thrive academically and personally.
3. To lead in the provision and implementation of an ambitious and accessible curriculum for all learners, ensuring it is inclusive and accessible for all learners.
4. To establish a vision for school improvement that prioritises inclusion and pupil wellbeing, and to lead the staff and Governing Board to plan, implement, review, and evaluate the impact of the School Development Plans on experiences and outcomes for pupils.
5. Champion and monitor an inclusive culture where diversity is valued, barriers to learning are removed, and equity of opportunity is embedded across all aspects of school life.
6. To be accountable to the School's Governing Board on progress made against School Development Plan objectives, making recommendations as to future priorities and actions based on robust evidence-based self-evaluation.
7. To further develop and extend partnership working with families, system and multi-agency partners, including the Local Authority and the Diocese to support inclusive practice through co-operation and collaboration.
8. To establish a reflective culture through a process of rigorous self-evaluation, including quality assurance and performance management at all levels.
9. To develop, inspire and motivate effective teams to deliver high-quality, inclusive education and thereby raise standards across the school, ensuring staff are equipped to meet the needs of all pupils effectively.
10. To foster a positive working environment that prioritises staff wellbeing and professional growth.
11. To manage the school's budget to ensure efficient and effective use of resources in line with the school's objectives and priorities.
12. To ensure the school always operates within the school's policies and legislation

These duties are neither exclusive nor exhaustive and the post holder will be required to undertake other duties and responsibilities as agreed with the employer. This Job Description may be amended at any time after consultation with the post holder and will be reviewed annually.