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www.overstoneprimaryschool.org.uk

HEADTEACHER OF OVERSTONE PRIMARY SCHOOL

JOB DESCRIPTION

Job Title: Headteacher
Responsible to: The Governing Body of the School
Responsible for: The Headteacher carries out duties in line with the conditions of employment as set out in the current School Teacher's Pay and Conditions document, the National Standards of Excellence for Headteachers and the policies and procedures of the Governing Body.

Key Responsibilities of the Post:

- Take the lead role on working with the Governing Body to develop a collaborative school vision, which embraces excellence, high standards and inclusion; translate this vision into a development plan and implement it successfully
- Secure excellent teaching to achieve high standards of learning and attainment across the 4-11 age range
- Ensure inclusion, diversity and access
- Lead by example to foster an open, transparent and equitable culture
- Be responsible for the internal organisation, management and control of the school
- Manage finance and resources astutely to maximize their use and value
- Develop and sustain effective relationships with the Governing Body, in particular the Chair of Governors, to ensure effective governance of the school, and the discharge of Governing Body responsibilities
- Build, develop and maintain effective relationships with parents and all members of the school and wider community to enhance the education of all pupils
- Maintain the ongoing relationship with our cluster schools

Strategic direction and development of the school:

- Continue to develop, promote and ensure the implementation of the School Development Plan across the school
- Monitor the progress made towards achieving the targets and plans set, using this information to plan future developments

Teaching and learning

- Seek to secure and sustain effective teaching and learning
- Monitor and evaluate the quality of education and standards of pupils' achievements
- Use benchmarks and set targets for improvement



HEADTEACHER: MRS J MARDELL



West
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Leading and managing staff

- Further develop the positive and professional culture within the school
- Support and challenge colleagues throughout the school, recognising their achievements and holding them to account where necessary

Manage resources

The Headteacher will manage the budget setting process. This will be done by:

- Setting appropriate priorities for expenditure
- Effective allocation of funds
- Effective administration and financial control
- Monitoring and reviewing resources in order to improve the quality of education and pupils' achievement
- Ensuring value for money

Accountability

As the lead member of the school team, the Headteacher will account for the efficiency and effectiveness of the school to the governors, pupils, parents, staff and other members of the local and wider community. This will include effective communication, advice to governors and accountability for school performance.

Specific responsibilities as the lead member of the school

- Act as the key link between the school and Governing Body
- Manage personnel issues
- Analysis and presentation of statutory and non-statutory assessment data
- Analysis and presentation of pupil progress measures

Other professional requirements

- To play a full and active part in the life of the school, supporting the school's mission and ethos and to encourage staff and pupils to follow this example
- To contribute positively and collegiately with the cluster schools
- To undertake teaching in accordance with the duties of a standard scale teacher, to meet specific staffing needs if required
- To undertake any reasonable request of the Governing Body and accept any reasonably delegated additional responsibility from the Governing Body