

JOB DESCRIPTION - POST OF HEADTEACHER

Main Purposes of the Job

To provide professional leadership for the school which secures its success and improvement, ensuring high quality education which inspires and motivates its pupils and improves standards of learning and achievement. To work with and through others to secure the commitment of the wider community to the school.

To carry out the duties set out in Part VI of the School Teachers' Pay and Conditions Document.

Main tasks

1 Strategic direction and development

- 1.1 Work with the Governors, in consultation with other interested parties, to formulate the aims of the school and to establish policies for their implementation
- 1.2 To create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for sustaining school improvement
- 1.3 Ensure that all members of the school community are committed to its aims, motivated to achieve them and involved in meeting objectives and targets to secure success

2 Teaching and learning

- 2.1 Determine, organise and implement an appropriate curriculum relevant to the needs and abilities of all pupils, in accordance with the Governors' curriculum statement, the current educational challenges and future trends
- 2.2 Determine, organise and implement a policy for the care, personal development and well-being of pupils
- 2.3 Monitor and evaluate the quality and effectiveness of teaching and standards of learning and achievement of all pupils to secure school improvement
- 2.4 Create and promote strategies for developing equal opportunities and inclusion for all members of the school community
- 2.5 Work with schools in other key stages to ensure satisfactory transfer and progression of pupils
- 2.6 Build a collaborative learning culture within the school and engage with other schools and the wider community to build effective learning communities

3 Leading, managing & developing staff

- 3.1 Plan, allocate, support and evaluate work undertaken by teams and individuals ensuring clear delegation and devolution of responsibilities
- 3.2 Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- 3.3 Implement and sustain effective systems and procedures for staff induction, continuing professional development and performance review
- 3.4 Support and motivate all staff to enable them to carry out their respective roles and achieve high standards, and take appropriate action when performance is unsatisfactory
- 3.5 Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed
- 3.6 Regularly review own practice and take responsibility for own personal development
- 3.7 Manage own and others workload to allow an appropriate work/life balance

4 Deployment of staff and resources

- 4.1 Create and develop an organisational structure which reflects the school's values and enables the management systems, structures and processes to work effectively in line with legal requirements
- 4.2 Produce and implement clear, evidence based improvement plans and policies
- 4.3 Work with governors to recruit and retain staff of the highest quality
- 4.4 Manage the schools resources efficiently and effectively as follows:
 - Human Resources, including recruiting, retaining & deploying staff appropriately to achieve the school's goals and priorities
 - Financial Resources, including effective administration & control in line with budget plan
 - Accommodation & other resources, taking account of curriculum needs & health & safety
- 4.5 Ensure the range, quality and use of all resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provides value for money

5 Accountability

- 5.1 Provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning, high standards of pupil achievement and good value for money
- 5.2 Develop an organisation in which everyone works collaboratively, shares knowledge and understanding and accepts collective accountability for the success of the school
- 5.3 Ensure individual staff accountabilities are clearly defined, understood and agreed and are regularly reviewed and evaluated

- 5.4 Present the school's aims, performance and goals in a manner appropriate to a range of audiences including governors, pupils, parents, the Local Authority, the local community and OFSTED to enable them to play their part collaboratively and effectively
- 5.5 Ensure that parents and pupils are well-informed about the curriculum, attainment and progress, and about the contribution they can make to the school's success
- 5.6 Ensure the school operates within agreed Children's Trust guidelines and that effective liaison exists between the school and the Children's Trust.
- 5.7 Promote the school and develop effective partnerships in the wider community
- 5.8 Responsible for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with

6. Strengthening Community

- 6.1 Be committed to engaging with the internal and external school community to secure equity and entitlement for pupils
- 6.2 Collaborate with other schools to share expertise and bring positive benefits to their own and other schools
- 6.3 Further develop collaborative working with other agencies to take account of current policies
- 6.4 Work collaboratively at both strategic and operational levels with families, carers and across multiple agencies for the well being of children
- 6.5 Influence and sponsor the development of extended services in and around the school which meet the needs of their school community
- 6.6 Encourage families to be active partners in the school and strengthen effective home-school communication

PERSON SPECIFICATION – POST OF HEADTEACHER

Essential Criteria	When/how identified
Qualifications and Experience	Application Form/ Certificates / Interview / Testing
Qualified teacher status	C
Evidence of outstanding classroom practice	AF/I
Headship/Deputy/Assistant headship experience in Primary school/s for at least 3 years	AF/I
To have worked in at least two schools	AF/I
Experience of work with external partners and other agencies for the well being of all pupils and their families	AF/I
Experience of providing support mechanisms for pupils	AF/I
Demonstrate an understanding of the importance of safeguarding, forming and maintaining appropriate relationships and personal boundaries with children and young people	AF/I
Experience of managing conflict, involving relevant stakeholders	AF/I
Demonstrate resilience in the leadership role	AF/I/T
Knowledge, Skills and Attributes	
Ability to use data analysis to support school improvement and decision making	AF/I/T
Knowledge of strategic financial planning, budgetary management and principles of best value	AF/I/T
Ability to lead and empower successful teams, and to be self-motivated	AF/I/T
Ability to lead and manage change, in a reflective manner	AF/I/T
Wide knowledge of the impact of current educational challenges and future trends	AF/I/T
Knowledge of the wider curriculum beyond school and the opportunities it provides for pupils and the school community	AF/I/T
Ability to communicate effectively with a wide range of audiences	AF/I/T
Proven experience of implementing strategies for raising achievement and monitoring progress	AF/I/T

Ability and experience in supporting and developing staff effectively, including the ability to recognise achievement, monitor and evaluate work and address poor performance, and achieve work-life balance	AF/I/T
Ability to manage the school efficiently & effectively, including HR, finance & accommodation	AF/I/T
Excellent organisational and interpersonal skills and flexible management style	AF/I/T
Commitment to a curriculum which engages and enthuses all children, SEND	AF/I/T
Proven ability to manage behaviour and create a positive ethos	AF/I/T
Commitment to the promotion of an inclusive school community	AF/I/T

Desirable Criteria	When/how identified
Qualifications and Experience	Application Form/ Certificates / Interview / Testing
Possession of NPQH	C