

Job description: Headteacher

Job details

Salary: L8 £50,151 – L12 £55,338

Hours: 40 Hours Per Week: 20 hours teaching, 20 hours leading

Contract type: Full time

Reporting to: Board of Governors

Responsible for: All teachers and non teaching staff

Main purpose

The headteacher will:

- Divide their time equally between leading and teaching
- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively
- Support their colleagues to deliver a fantastic education to all, in a safe and welcoming environment.

Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Set an example to our school community through their care, positivity, effort and talent.

Duties and responsibilities

Safeguarding and wellbeing

The headteacher will:

- Take on the role of Designated Safeguarding Lead
- Establish and sustain a safe learning environment for pupils, staff and the wider school community
- Promote the safeguarding of child welfare at school through ensuring policies and procedures are fully implemented and followed by all
- Ensure staff resources are allocated accordingly to allow for safeguarding responsibilities to be discharged
- Promote a culture where staff, pupils, parents and carers and the wider community feel able to raise concerns

- Ensure all issues are dealt with sensitively and effectively.

School culture and behaviour

The headteacher will:

- Create a culture where pupils experience a positive and enriching school life in a rural setting
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Promote a culture of celebrating difference and build a strong understanding of diversity and inclusion through our rural school community
- Provide a range of community-based learning experiences.
- Create a wholly inclusive environment whereby all children with physical or learning challenges can be welcomed and supported appropriately
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure that learning is at the centre of strategic planning and resource management.
- Demonstrate and articulate high expectations and set challenging targets for the whole school community.
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs (SEN) and disabilities

The headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Work with other local schools to explore potential collaborations to improve provision
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).



Managing the school

The headteacher will:

- Create and deliver an organisational structure that strengthens the school's performance, in line with its values
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Manage the school's financial and human resources in keeping with the FMSIS in order to ensure effectiveness and efficiency in achieving the school's educational goals and priorities.
- Ensure the school's approach to administration and record keeping is in line with requirements, and that data protection is managed appropriately

Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs
- Ensure teachers are given appropriate time and support during their working week away from frontline teaching to deliver their remits

Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The Headteacher may be required to do other duties appropriate to the level of the role.