



Redbridge High School
179 Long Lane, Liverpool L9 6AD

Headteacher
Job Description

Introduction

This appointment is with the governors of the school under the terms of the local authority contract signed with the governors as employers. It is subject to the current conditions of service for headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation including that of the Department for Education.

This job description is based on the key areas identified in the Headteachers' Standards (DfE, 2020).

The governing body acknowledge the importance of the role of the headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The governing body are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS.

A. The Core Purpose of the Headteacher

The core purpose of the headteacher is to provide professional leadership and management for the school to secure its continued success and improvement. This will promote a secure foundation from which to continue the high quality education for every pupil and excellent achievement. To gain this success a headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all staff and pupils.

The headteacher, working with the governing body, school leadership team and others, is expected to create a shared vision and strategic plan, which inspires and motivates staff and pupils, and all other members of the community. The vision should explore inclusive values, core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The headteacher is the leading professional in the school. Accountable to the governing body, the headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, the Local Authority, higher education institutions and employers. Through such partnerships and other

activities, headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

The Headteacher will ensure the values of the school remain central to its operation.

- Holding a holistic view of pupils' needs, maintaining an inclusive environment, treating all with dignity and respect. Working in partnership with parents and other agencies, emphasizing the importance of relationships and rapport with pupils, and recognising behaviour as communication, empowering pupils. Being an outstanding school offering a broad curriculum which encompasses creativity, and a multi-sensory approach to learning. Elucidating pupils' participation and achievements in a happy, caring and welcoming environment, advocating for pupils both in school and the wider community and working as a flexible skilled, professional workforce who operates as a team and always providing good role models for our pupils.

B. The six key areas of headship

1. Shaping the Future

The headteacher will ensure that their leadership demonstrates commitment to promoting and developing the school's distinctive identity through the search for excellence in all areas.

Critical to the role of headship is working with the governing body and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The headteacher will:

- Create and promote an educational vision and values for the school which take account of the school's mission and of the diversity, values and experiences of the school and the community it serves
- Take the leading role in school evaluation, school improvement and strategic planning policy and practise; ensure that learning is at the centre of strategic planning
- In partnership with the Governors and school community establish and sustain the school's ethos and strategic direction.
- Ensure the vision is clearly articulated, shared and understood. Lead by example when demonstrating the vision and values in everyday work and practice and managing change initiatives
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- Lead and support the staff, promoting positive and respectful relationships across the school community and creating a safe, orderly and inclusive environment
- Encourage creativity, innovation and the use of appropriate new technologies to achieve excellence

2. Leading Learning and Teaching

The headteacher leads a learning community rooted in a strong curriculum. The search for excellence is given expression in learning and teaching which recognise pupils' individual worth. The headteacher will lead the school community in promoting positive attitudes to learning amongst pupils and staff.

The Headteacher has a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

The headteacher will:

- Establish and sustain high quality expert teaching across all core subjects and key areas of learning that is built on evidence informed understanding of effective teaching and how pupils learn
- Through observation and analysis of teaching and learning activities and pupil's outcomes, identify strengths and weaknesses and promote improvement strategies
- Continue the development of the broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught and implement an effective formative framework where pupil progress is evidenced appropriately
- Ensure that learning is at the centre of strategic planning and resource management and set stretching targets for the whole school
- Implement, develop and review strategies and policies that secure high standards for the whole school, including behaviour and attendance
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.

3. Developing Self and Working with Others

The role of a headteacher is one of leadership of a learning community. The headteacher's work with staff should demonstrate an awareness of their unique contribution as individuals.

Effective headteachers manage themselves and their relationships well. Headship is about building a professional learning community which enables others to achieve. Through appraisal and effective continuing professional development practice, the headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them, headteachers should be committed to their own continuing professional development.

The headteacher will:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture consistent with its mission

- Build an open, fair and equitable collaborative learning culture within the school and actively engage with other schools to build effective learning communities
- Reflect on personal contribution to school achievements and take account of feedback from others
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review; empower and sustain individuals and teams; promote an environment where continual professional development is an integral part of the school's ethos.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
- Give and receive effective feedback and act to improve personal performance
- Manage own workload and that of others to allow an appropriate work/life balance

4. Managing the Organisation

The headteacher needs to provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. The headteacher should ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve value for money. The headteacher should also seek to build successful organisations through effective collaborations with others.

The headteacher will:

- Create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work, effectively and legally. Including adhering to safe employment procedures which place the safety of pupils and staff at the heart of all practices.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities ensuring that policies and practices take account of national and local circumstances, policies and initiatives and priorities
- Ensure the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school
- Implement successful performance management processes with all staff
- The Head Teacher will support staff and deal effectively with staffing issues, including those relating to conduct, competence and attendance
- Arrange for a Deputy Head Teacher or suitable person to assume responsibility for the discharge of the Head Teacher function at any time when absent from school.

- Ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. This includes adhering to employment procedures which place the safety and well being of pupil's and staff at the heart of all practices
- Implement, develop and review strategies and policies that secure high standards for the whole school including safeguarding, behaviour and attendance
- Use and integrate a range of technologies effectively and efficiently to manage the school.

5. Securing Accountability

The headteacher fulfils his or her responsibilities in accordance with the Instrument of Government. They support the governing body in fulfilling its responsibilities in accordance with national legislation.

The headteacher is accountable to a wide range of groups, particularly pupils, parents, carers, governors and the LA. The headteacher is accountable for ensuring that pupils enjoy and benefit from a high-quality education, for promoting collective responsibility within the whole school community and for contributing to the education service more widely. The headteacher is legally and contractually accountable to the governing body for the school and its environment.

The headteacher will:

- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Engage the school community in the systematic and rigorous self evaluation of the work of the school and ensure that effective school evaluation informs school improvement priorities
- Combine the outcomes of regular school self review with external evaluations in order to develop the school.
- Work closely with the business manager and Governing body to ensure effective management of the school budget and best practise in financial and employment matters
- Work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities and secure the distinctive character of the school
- Demonstrate an understanding of educational issues at local and national level and anticipate trends
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers

6. Strengthening Community

In a school the headteacher is responsible for the mission of the school to the local and wider community and beyond. They will collaborate with partner organisations as well as with the wider educational community for the benefit of

the school's community and others. They will demonstrate a belief that community and school are interdependent and that engagement with the community promotes school development.

The headteacher should commit to engaging with the internal and external school community to secure equity and entitlement. The headteacher should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. The headteacher should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the wellbeing of all pupils. The headteacher shares responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent.

The headteacher will:

- Build a school culture and curriculum which take account of the richness and diversity of the school's communities
- Create and promote positive strategies for challenging prejudice and dealing with harassment
- Forge constructive relationships beyond the school, working in partnership with parents, carers and the community
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes and cultural well being for all pupils and their families
- Create and maintain an effective partnership with parents and carers to the benefit of pupils, parents and the school: provide parents with regular information about the school curriculum, the progress their children make and other matters affecting the school
- Seek opportunities to invite parents and carers, the community, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community
- Work effectively with other schools and organisations in a climate of mutual challenge and support
- Co-operate and work effectively with relevant agencies to protect children.
- Liaise and work effectively with officers of the LA

These key areas of headship should be read alongside the 2020 Headteachers' Standards.

The applicant will be required to safeguard and promote the welfare of children and young people.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to headteachers.

Redbridge High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We follow safer recruitment practices to protect children. The aim of these practices is to ensure that anyone paid or voluntary who seeks to work in this school is safe to do so. Such posts will require a DBS disclosure check and references will be taken up prior to interview.