**Royton Hall Primary School**

**JOB DESCRIPTION – Headteacher**

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| **Job Title: Headteacher (Permanent)** | |
| **School Group Size: TBC** | **Individual School Range: 15- 21** |
| **Responsible to:** The governing board &  the Local Authority | **Responsible for:** All staff within the school |
| **Job Description -** This job description is based on the national standards for Headteachers and may be amended at any time following consultation between the Headteacher and governing board. | |

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| **Core Purpose of the Post:**  The core purpose of the Headteacher is to raise standards of achievement for all pupils by providing professional leadership and management for Royton Hall Primary School. The Headteacher must establish high quality education by leading teaching and learning, having high aspirations and developing all staff.  The Headteacher is the leading professional in the school. Accountable to the governing board, the Headteacher provides vision, leadership and direction for the school and ensures it is managed and organised to meet the aims and ambitions established by the governors and the community the school serves. The Headteacher is responsible for monitoring and evaluating the school’s performance and identifying priorities for continuous improvement. The Headteacher's priorities will include raising standards for all children and ensuring equality of opportunity for all by developing effective policies and practices. The Headteacher will deploy resources efficiently and effectively to achieve the school’s aims and objectives. The Headteacher will be responsible for the effective day to day management, organisation and administration of the school. The Headteacher secures the commitment of the wider community to the school by developing and maintaining effective partnerships.  With the governing board, the Headteacher is responsible for creating a productive learning environment, which is engaging and fulfilling for all pupils. |

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| **Key Areas of Responsibility:**  To undertake the professional duties of a Headteacher, as set out in the current School Teachers’ Pay and Conditions Document and National Standards for Headship, which focus on: -  **1. Shaping the Future**  Working with the governing board to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community.  **The Headteacher of Royton Hall Primary School will:**   * Ensure the vision for the school is clearly articulated, shared, understood and effectively acted upon by all. * Work within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement. * Demonstrate the vision and values in everyday work and practice. * Motivate and work with others to create a shared, positive culture. * Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence. * Work in partnership and collaboration with other schools and early years’ providers and the Oldham Education Partnership.   **2. Leading Teaching and Learning**  The Headteacher in Royton Hall Primary School will have a central responsibility for raising the quality of teaching and learning and for pupils’ achievement, setting high expectations and monitoring and evaluating learning outcomes  **The Headteacher of Royton Hall Primary School will:**   * Ensure a consistent and continuous school-wide focus on pupils’ achievement, using data and benchmarks to monitor progress in every child’s learning. * Ensure that learning is at the centre of strategic planning and resource management. * Establish creative, responsive and effective approaches to teaching and learning which meet identified needs. * Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning. * Demonstrate and articulate high expectations and set stretching targets for the whole school community. * Implement strategies that secure high standards of behaviour and attendance. * Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework. * Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils. * Monitor, evaluate and review classroom practice and promote improvement strategies. * Challenge under-performance at all levels and ensure effective intervention and follow-up action.   **3. Developing Self and Working with Others**  The Headteacher of Royton Hall Primary School will build a professional learning community that enables others to achieve.  **The Headteacher of Royton Hall Primary School will:**   * Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture. * Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities. * Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal. * 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. * Regularly review their own practice, set personal targets and take responsibility for their own personal development. * Manage their own workload and that of others to allow an appropriate work/life balance.   **4. Managing the Organisation**  The Headteacher of Royton Hall Primary School will ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.  **The Headteacher of Royton Hall Primary School will:**   * Create 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. * Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities. * Ensure that policies and practices take account of national and local circumstances, policies and initiatives. * Manage the school’s financial and human resources effectively and efficiently to achieve the school’s educational goals and priorities. * 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. * Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations. * Ensure that 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. * Use and integrate a range of technologies effectively and efficiently to manage the school.   **5. Securing accountability**  The Headteacher of Royton Hall Primary School is accountable to a wide range of groups, particularly pupils, parents, carers, governors and the Local Authority. The Headteacher is legally and contractually accountable to the governing board for the school, its environment and all its work.  **The Headteacher of Royton Hall Primary School will:-**   * Fulfil commitments arising from contractual accountability to the Governing Board. * 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. * Work with the Governing Board (providing information, objective advice and support) to enable it to meet its responsibilities. * Develop and present a coherent, understandable and accurate account of the school’s performance to a range of audiences including governors, parents, carers and the Local Authority. * Reflect on personal contribution to school achievements and take account of feedback from others.   **6. Strengthening Community**  The Headteacher of Royton Hall Primary School will work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children. They will collaborate with other schools, to share expertise and bring positive benefits to their own and other schools. The Headteacher will share responsibility for leadership of the wider educational system.  **The Headteacher of Royton Hall Primary School will:**   * Maintain and develop the school's position at the heart of the community. * Create and maintain an effective partnership with parents and carers to support and improve pupils’ achievement and personal development. * Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families. * Ensure a range of community-based learning experiences. * 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. * Ensure learning experiences for pupils are linked into and integrated with the wider community. * Create and promote positive strategies for challenging prejudices and dealing with bullying and harassment. * Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.   **7. Safeguarding Children & Safer Recruitment**  Royton Hall Primary School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.  **The Headteacher of Royton Hall Primary School will:**   * Ensure that the policies and procedures adopted by the governing board are fully implemented and followed by all staff. * Ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children. * Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistleblowing practices. * Co-operate and work with relevant agencies to protect children. |