



**JOB DESCRIPTION**  
**Headteacher – Selby Abbey Church of England Primary School**

***Believe and Archive***

*“I have come that they may have life and have it to the full.” John 10:10.*

**Statutory**

1. To fulfil all the requirements and duties as set out in the School Teachers’ Pay and Conditions Document relating to the Conditions of Employment of Headteacher.
2. To meet the National Standards for Headteachers as published by the DfE.
3. To seek to achieve any performance criteria, objectives or targets agreed with or set by the Schools Governing Board in accordance with the requirements set out in the agreed School Teachers’ Pay and Conditions Document.
4. To promote and safeguard the welfare of all children and young people within the School, by ensuring that the Schools policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

**The Schools Governing Body wish a particular emphasis to be placed upon the following:**

In the light of the school’s Church of England foundation and their commitment to sustaining and developing their Christian ethos and values, alongside promoting our high expectations, the purpose of the role of Headteacher at Selby Abbey Church of England Primary School is:

1. To continue to raise standards across the school with particular reference to academic performance so that all pupils achieve to the very best of their ability. The bar should be set high for all pupils, with an individual goal for each child.
2. Deliver and ensure an enriched and high-quality curriculum that is exciting and inspiring for pupils and staff alike.
3. Be responsible as the Designated Safeguarding Lead in the protection of our children, the DSL has chief responsibility for listening to and dealing with all matters concerned with safeguarding children both mentally and physically for an organisation. The DSL refers cases to a higher level if necessary, provides support to our staff members and generally raises safeguarding awareness within Selby Abbey School.
4. Embody the Christian vision and values of the school in everyday working practice through personal behaviour and the building of positive relationships and attitudes towards pupils, staff, parents, governors and members of the wider community.
5. Promote our distinctive Christian vision, underpinning it with lived out Christian values as set in the context of the Church of England’s vision for education.
6. Be responsible for working in close partnership with all key stakeholders, including the Governing Body, the local Church and the Diocese to ensure the vision for the school is delivered.

7. Be accountable to the Governing Body on progress made against the School Improvement Plan objectives, working collaboratively to establish future priorities and actions.
8. Ensure staff have the opportunity to improve and develop so that they can reach their full potential.
9. Lead in the provision of and delivery of excellent learning and teaching.
10. Encourage a reflective culture through a process of rigorous self-evaluation, including quality assurance and performance management at all levels.
11. Develop, inspire and motivate staff in order to deliver high quality education and thereby raise standards across the schools.
12. Manage the financial and human resources effectively and efficiently to achieve the school's aims and objectives, in line with legal requirements.

### **General**

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The post holder must be flexible to ensure the operational needs of the schools are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work areas in the schools.
3. The Health and Safety at Work Act (1974) and other associated legislation places responsibilities for health and safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and the schools Health and Safety policies and procedures.