



Chaddleworth St. Andrew's and Shefford Church of England Federated Primary Schools

"Living life in all its fullness"

Headteacher Job Description

Authority: West Berkshire Council	Location: Chaddleworth St Andrew's & Shefford C.E. (VC) Federated Primary Schools
Job title: Headteacher	Salary range: Group1 L10 – 16 £62202-72162 (Sep 2024)
Reporting to: Governing Body	

The National Standards of Excellence for Headteachers (2014) define high standards which are applicable to all headteacher roles within a self-improving school system. You should be familiar with these.

Shaping the future

The Head Teacher should provide effective and strategic professional leadership and develop and deliver our shared vision, to inspire and motivate students, staff and all other members of the school community across the Federation.

Vision and Christian Values: Our two Church schools are committed to enabling all pupils to achieve their full potential. We do this through developing a love of learning within a creative, supportive environment, built on strong Christian foundations, where everyone aspires to 'live life in all its fullness'; John 10:10.

This vision includes our core educational values and moral purpose and is inclusive of all stakeholders' beliefs, providing a caring and welcoming school environment based on our values of Community, Compassion, Courage, Trust, Perseverance and Thankfulness, that safeguard and promote the wellbeing of all.

Strategic direction and development of the school

To work with governors and other stakeholders to further develop our strategic view for the school in its community and analyse and plan for future needs within the local and national context:

- ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting long, medium and short term objectives and targets which secure the success of the school demonstrate an understanding of, and a commitment to, the potential of a

thriving small rural primary school

- demonstrate an understanding of, and a commitment to, the potential of a thriving small rural federated primary school
- work in partnership with all relevant partners to deliver the school's vision for learning
- provide an education of the highest quality for each and every child in a safe environment
- ensure learners are respectful of others and the world they live in and strive to live by our Christian Values
- develop resilient, independent and curious learners who are prepared for their future and the world around them
- foster a life-long love of learning by providing a curriculum that progressively builds on and deepens their knowledge, understanding and skills
- value and respect all members of the school and wider community and celebrate their efforts and achievements
- foster a successful partnership with parents, carers, the Church and the wider community
- ensure that the vision is clearly communicated, understood, shared and effectively acted upon by all staff
- deliver a strategic plan, underpinned by sound financial planning, taking account of innovation and best practice. The plan should identify priorities and targets for ensuring that pupils achieve high standards and fulfill their full potential
- review overall aims and objectives for the school and policies for their implementation, increasing teachers' effectiveness and securing school improvement
- ensure that the management, finance, organisation and administration of the school support its vision and aims
- ensure that policies and procedures take account of national, local, school data and inspection research findings
- monitor, evaluate and review the effects of policies, priorities and targets of the school in practice and take action if necessary
- explore the possibilities of future partnerships and other opportunities to ensure the sustainability of the school

Leading teaching

To work with the governors to secure and deliver effective teaching and learning throughout the school. To monitor and evaluate the quality of teaching and standards of students' achievement, using benchmarks and setting targets for improvement:

- ensure that all students receive a consistently high quality of education through a curriculum that is meaningful, experiential and memorable
- make sure there is a consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in every student's learning

- be certain that learning is at the centre of strategic planning and resource management
- establish creative, responsive and effective approaches to learning and teaching
- build a culture and ethos of challenge and support where all students can achieve success and are engaged in their own learning
- be able to demonstrate and articulate high expectations and set stretching targets for the whole school
- to implement strategies which maintain high standards of behaviour and attendance
- determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework
- to take a strategic role in the development of new technologies to enhance and extend the learning experience of students
- monitor, evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels and ensure effective corrective action and follow up is undertaken in line with personalised learning
- ensure that the extended school offers a broad range of activities and teaching that enhances and supports the vision and ethos of the school, and is aligned with the school curriculum and educational plan

Leading and managing staff

To lead, motivate, support, challenge and develop staff to secure further improvement.

- ensure that constructive working relationships are formed with and between all staff
- maximise the contribution of staff in improving the quality of teaching, learning and standards of achievement
- plan, allocate, support and evaluate the work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service
- implement and sustain effective and sensitive systems for the management of staff performance, including regard for staff wellbeing and work/life balance
- provide support and challenge to middle leaders in order to enhance their impact on whole school development
- plan and provide a high quality professional development/training programme for all staff
- manage all HR practices and issues arising, including staff discipline, complaints and terms & conditions

Efficient and effective deployment of staff and resources

To deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context:

- work with governors to recruit staff of the highest caliber
- deploy and develop all staff effectively in order to improve the quality of education provided
- work effectively with the Senior Leadership team to promote the vision. Values and success of the school
- advise the governing board and implement decisions in relation to staffing
- advise the governing board on the adoption of effective procedures to deal with the competence and capacity of staff
- advise governors on appropriate priorities for expenditure, allocate funds and ensure effective administration and control
- manage and organise the school site efficiently and effectively with overall responsibility for ensuring that the school site meets the needs of the curriculum and health and safety regulations
- make arrangements, if so required, for the security and effective supervision of the school buildings, contents and grounds, ensuring that any lack of maintenance is dealt with within appropriate timelines
- undertake responsibilities as defined in the Health and Safety Policies and/or such Health and Safety Policies as the governing body may have determined
- ensure that appropriate risk assessments are undertaken prior to any participation in any potentially hazardous activity
- manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money
- implement robust safeguarding policies, procedures, protocols and promote a culture of safe working practices to ensure a safe and supportive learning environment for children and staff
- ensure robust systems and procedures are in place to monitor and evaluate the quality of teaching and standards of learning and achievement
- lead or oversee the provision of SEND in the school

Accountability

To be accountable for the efficiency and effectiveness of the school to governors, including pupils, parents, staff, local authority, Diocese and the community:

- provide information, objective advice and support to the governing body to enable it to meet its responsibilities
- report to the governing body on the discharge of the headteacher's functions and the affairs of the school
- present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, governors, the local community, the Diocese, Ofsted and others, to enable them to play their part effectively

- ensure that parents and pupils are well-informed about the curriculum, attainment and progress and about the contribution that they can make to achieving educational success
- hold staff to account for their part in the success of the school
- report to governors annually on the performance management of all staff
- provide information about the work and performance of staff where it is relevant to their future employment
- ensure individual staff responsibilities and accountabilities are clearly defined, communicated, agreed and understood and that they are reviewed and evaluated through rigorous and robust procedures consistent with statutory performance management policies and procedures
- ensure that the school fulfils all of its statutory and public duties e.g. with regard to GDPR
- maximizing the impact of pupil premium and sports premium funding and reporting on this, and ensuring school information regulations are complied with

Strengthening community

- build on the school's culture and curriculum that takes account of the richness and diversity of the school's communities
- uphold and promote the school's values and ethos
- create and promote positive strategies for challenging and dealing with prejudice
- ensure learning experiences for pupils are linked into and integrated with the wider community
- work in partnership with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- understand and build on the school's commitment to maximise learning opportunities presented by the outdoor environment
- seek opportunities to invite parents and carers, community figures, business or other organisations into the school to enhance and enrich the school and its value to the wider community
- maintain and strengthen a team of staff which values and delivers educational excellence
- contribute to the development of the education system by, for example,
- share effective practice, working in partnership with other schools and promoting innovative initiatives
- co-operate and work with relevant agencies to protect children
- enhance the existing links with the local parish and Diocese
- ensure that the school offers appropriate extended services