

# HEADTEACHER

## JOB DESCRIPTION

**School:** St Andrews, Shifnal, C of E Primary School

**The Post:** Headteacher, full-time

### Description of Post:

The statutory conditions of the post are as laid down in the School Teachers' Pay and Conditions Document. The following details summarise the major tasks expected of the Head of the school. Please note that this job description 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 postholder may be required to do other duties appropriate to the level of the role.

**Responsible to:** The Governing Body of St Andrews, Shifnal C of E Primary School

**Reporting to:** The Chair of Governors

**Job Purpose:** The role of the Headteacher is to provide strategic and professional leadership to this school. The Headteacher will develop a vision and ethos which is shared by the whole school and secures its Christian values, success, improvement and high-quality education for all its pupils and improved standards of achievement.

The Headteacher will also effectively and efficiently manage the resources to promote and secure the achievement of both pupils and staff and create an environment where pupils and staff can safely achieve their full potential.

### Key responsibilities of the Headteacher:

- Establish and articulate the vision, aims and objectives of the school in collaboration with the staff and governing body
- Maintain and develop Christian ethos and values
- Prepare, cultivate and monitor School Development Plans related to the National Curriculum, ensuring quality of provision for pupils
- Manage the quality of the learning environment in the school, including the observation, review and reporting of the performance of staff and pupils
- Create policies for the monitoring and evaluation of the success of the school, with an ability to search and gather evidence
- Organise the appointment of staff, establish professional development for teaching and non-teaching members of staff and have an ability to define and monitor roles and responsibilities across the school
- Monitor and maintain all aspects of the school budget and financial management
- Keep up to date with developments in education and have knowledge of education systems locally, nationally and globally
- Develop and deepen links and communications between the school, its networks and the community that it serves
- Represent the school in the outside world professionally, including the promotion of the school's attributes and achievements

- Prepare the school for inspection by OFSTED and SIAMS and aim for improvement in all areas

## **Safeguarding**

The successful candidate will be expected to carry out the role of Designated Safeguarding Lead guided by two important principles. First, following The Children Act 1989, the principle that the welfare of the child should be paramount. Second, the principle that confidentiality should be respected as far as possible (without compromising the first principle).

The Designated Lead must be familiar all the key documents relating to this role, including but not limited to the following:

- The Department for Education's (DfE's) statutory guidance for schools and colleges, 'Keeping Children Safe in Education' 2020
- 'Working Together to Safeguard Children' 2018
- Ofsted Common 'Inspection framework: safeguarding in maintained schools and academies' September 2019
- The Prevent Duty April 2019
- Statutory Framework for the Early Years Foundation Stage (2017) Section 3 – The Safeguarding and Welfare Requirements
- Shropshire Safeguarding Community Partnership (SSCP) Procedures Guidance
- What to do if you are worried a child is being abused 2015 - Advice for practitioners.
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers 2018

The Designated Lead will be confident in procedures involving the referral of individual cases of suspected abuse to the relevant Local Authority (LA) Children Services area (following SSP guidelines) and to liaise with them and other agencies on individual cases and on general issues relating to Child Protection.

They will be willing to undertake "Prevent" awareness training and lead on this within the school and must assume responsibility for organising training on all aspects of Child Protection within school and to act as a school-based resource on Child Protection issues for staff.

### **The post is subject to:**

- The terms and conditions for teachers as set out in the School Teachers' Pay and Conditions Act 1991 and any orders made under it;
- The other terms and conditions set out in the various national collective agreements in force from time to time;
- The Local Authority's Rules and Conditions including any local agreement entered into with recognised trade unions;
- Statutory regulations regarding the governance and management of schools as prescribed in the Schools Standards and Framework Act;
- The conditions set out in the Job Description and in the letter of appointment.

St Andrews Shifnal C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check and references.