

JOB DESCRIPTION

Job Title: Headteacher

School: St David's C of E Primary School

Reporting to: Director of School Improvement

INTRODUCTION

The Headteacher is expected to provide ambitious, inspirational and robust strategic leadership for a school, which ensures a high-quality education for all pupils, promotes the highest standards of learning, achievement, behaviour and engagement from its pupils and secures the school's success and continued improvement.

ACCOUNTABILITY

The Headteacher is: legally and contractually accountable for the successful operation of the school.

The duties outlined here are linked to:

- Those covered by the *National Standards of Excellence for Headteachers* and are outlined under the four Excellence Standards domains.
- Those covered by the latest STPCD document which should remain in conjunction with this document.

Other duties include:

- Achieving any performance criteria, objectives and targets agreed with, or set by, the Directors of School Improvement.

1. SUMMARY: CORE PURPOSE

The Headteacher will:

- a. Provide strategic, robust and inspirational leadership of the whole school community.
- b. Take an active leadership role for one or more core areas of school improvement and embed these more widely across the Trust.
- c. Work closely with and provide information, advice and support to the Chair of the Local Governing Body and the Local Governing Body to enable it to meet its responsibilities.
- d. Ensure that parents and pupils are well informed about curriculum attainment and progress.
- e. Recruit, retain, develop and motivate staff to become outstanding educators.
- f. Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation through performance management.
- g. Ensure the well-being and personal development of every child in the school.

- h. Demonstrate commitment to maintaining the distinctive ethos of the school in its community.
- i. Develop and present an accurate account of the school's performance to a range of audiences including Directors of School Improvement, governors, parents and carers, external agencies, and Ofsted to enable them to play their part effectively.
- j. Ensure that the school adheres rigorously to national requirements on Safeguarding and Child Protection and works effectively with external agencies to ensure that all children are kept safe.
- k. Promote proactive involvement of the whole school in the safeguarding of pupils.
- l. Ensure that all legal requirements for health and safety, maintenance and financial management are fulfilled.

2. SUMMARY: KEY PRIORITIES

The Headteacher will:

- a. Ensure that strategic planning is focused on raising the overall performance of the school.
- b. Maintain a relentless focus on achieving the highest standards and quality of teaching and learning throughout the school.
- c. Continue to promote and embed a curriculum which boosts pupils' achievement, their engagement with learning and their personal development and well-being.
- d. Develop the school's commitment to higher achieving pupils and those with SEND.
- e. Strengthen partnerships with other schools to ensure efficiency and the continued success of the school.
- f. Develop the school's profile in the community enhancing reputation.
- g. Continue to develop strong and effective partnerships with parents, carers and the local community.
- h. Ensure that the school maintains a balanced budget.

3. STRATEGIC DIRECTION AND LEADERSHIP

The Headteacher will:

- a. Communicate a shared vision and ambition so that the school moves forward to the benefit of its pupils, staff, parents and the wider community.
- b. Establish, communicate and implement a strategic plan that inspires and motivates all stakeholders, which reflects the needs of both the school and its community.
- c. Lead by example and create a shared commitment and responsibility to the school through teamwork, distributed leadership and professional reflection.
- d. Maintain and develop a strong and effective partnership with the local Governing Body and work closely with them to review the strategic direction of the school in consultation with all stakeholders.

- e. Translate local and national policy into the school's context to ensure that the school is equipped to respond to, and benefit from, this change.
- f. Monitor, evaluate and review the school's performance robustly and regularly to set clear short, medium and long term priorities for improvement.
- g. Contribute to the development of Trust-wide improvement strategies through network contribution and school to school support

4. QUALITIES AND KNOWLEDGE

The Headteacher will:

- a. Hold and articulate clear values and moral purpose, focused on providing a high-quality education and safe, calm environment for all learners.
- b. Demonstrate political astuteness; anticipate local, national and global trends in education and embrace future opportunities.
- c. Pursue continuous professional development to sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally.
- d. Demonstrate personal behaviour that leads by example, forges positive relationships and attitudes towards and between pupils and staff, and with parents, governors and members of the local community.
- e. Act as a role model for children and staff, treating them with respect and dignity and promoting a culture that values all children as individuals and enables them to reach their full potential within a stable, committed school community.
- f. Be innovative and challenging, motivating and inspiring stakeholders to create a strong culture of learning within an inclusive environment.
- g. Model the values of the Trust and the school

5. LEADING AND MANAGING PUPILS AND STAFF:

The Headteacher will:

- a. Demand ambitious standards for all pupils, promoting an ethos of challenge and support, overcoming disadvantage and advancing equality.
- b. Take positive steps to understand staff engagement levels and take action to improve them.
- c. Take personal ownership to mentor and develop aspiring leader within own school and across the Trust to enable Ventrus to develop a pipeline of talent for our most critical roles.
- d. Instil a strong sense of accountability in staff for the impact of their work on pupils' outcomes, ensuring that all teaching is consistently good or better.
- e. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.

- f. Maintain pupils' learning as the core focus of strategic planning and financial management.
- e. Maintain the school's focus on pupils' achievement, using assessment information and benchmarks rigorously to monitor progress in every child's learning and inform targets.
- f. Develop creative, effective approaches to learning and teaching, responsive to the needs of the pupil community.
- g. Establish a culture that supports and facilitates pupil engagement in, and ownership of, their own learning.
- h. Monitor and evaluate the effectiveness of the curriculum to ensure it is providing the best opportunity for pupils to enjoy and achieve their potential, whilst providing financial value.
- i. Maintain a strong culture of continuous and supportive professional development, ensuring that best practice is shared within and between schools, drawing on and conducting relevant research and robust data analysis.
- j. Encourage a culture of collaboration within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- k. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- l. Hold all staff to account for their professional conduct and practice.

6. SYSTEMS, PROCESSES AND RESOURCES

The Headteacher will:

- a. Assist the Local Governing Body to ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- b. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
- c. Provide a safe, calm and well-ordered learning environment for pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- d. Implement robust strategies to secure high standards of behaviour, attendance and punctuality and monitor their impact regularly.
- e. Follow Trust systems for the induction, professional development and performance review for all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- f. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

- g. Regularly evaluate the allocation of roles within the school to ensure these underpin the best possible learning environment.

7. LEADING SCHOOL SELF-IMPROVEMENT

The Headteacher will:

- a. Create an outward-looking school, developing the partnership work with other schools and organisations — in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- b. Develop effective relationships, and actively engage with fellow professionals and wider Ventrus colleagues to improve academic outcomes for all pupils.
- c. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- d. Model entrepreneurial and innovative approaches to school improvement, leadership and governance.
- e. Inspire and influence others - within and beyond the school - to believe in the fundamental importance and value of education in young people's lives.
- f. Promote positive strategies for challenging prejudice and building tolerance.

8. SAFEGUARDING AND PROMOTING THE WELFARE OF PUPILS

The Headteacher will: ensure that all statutory and advisory duties regarding safeguarding are in place and robustly monitored and will:

- a. Work with governors and senior colleagues to recruit, induct and develop high-quality staff within national safer recruitment guidelines.
- b. Ensure safeguarding and child protection policies and procedures are implemented rigorously and reviewed at regular intervals.
- c. Ensure that all teaching, support staff and volunteers are fully inducted in and understand the school's safeguarding procedures.
- d. Ensure that ALL staff read the latest national guidance and receive regular updates and training.
- e. Ensure that the Designated Safeguarding Leader is given the appropriate resources to carry out the duties of the role effectively.

Name

Date

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