



St Denys CE Infant School

Headteacher Job Description



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Salary range:	Leadership Group Point 15 – 21 (£73,105 - £84,699)
Role of the Headteacher:	<p>Headteachers are leading professionals and role models for the communities they serve. Their leadership is a significant factor in ensuring high quality teaching and achievement in schools and a positive and enriching experience of education for pupils. Together with those responsible for governance, they are custodians of the nation’s schools.</p> <p>Parents and the wider public rightly hold high expectations of headteachers, given their influential position leading the teaching profession and on the young people who are their responsibility. (Introduction: Headteachers' standards 2020, October 2020)</p>
Responsible to:	The Governing Body
The Headteacher will be expected to:	<p>Fulfil all the requirements and duties set out in the School Teachers’ Pay and Conditions Document relating to the Conditions of Employment of Headteacher.</p> <p>Meet the standards set out in the guidance document Headteachers' standards 2020, October 2020.</p> <p>Achieve any performance criteria, objectives or targets agreed with or set by the School’s Governing Body in accordance with the requirements set out in the School Teachers’ Pay and Conditions Document.</p> <p>Understand fully the current legal requirements, national and local policies and guidance on safeguarding and the promotion of the wellbeing of children and young people and ensure that all requirements are met.</p>

This job description is based upon the Department for Education and Skills National Standards for Headship. It is not exhaustive, and the post holder may be required to undertake such duties as may be required by the governing body to meet the needs of the school.

1.	Strategic Direction and School Development
1.1	Work in collaboration with the Governing Body, parents, and the local authority to develop a strategic role for the school in the community.
1.2	Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all those involved the school.
1.3	In collaboration with the Governing Body, formulate the school's ambitious vision and further develop ongoing long-term plans and provide leadership towards their achievement.
1.4	Maintain and develop the school's ethos and direction securing: <ul style="list-style-type: none"> • effective teaching, successful learning and achievement by pupils. • sustained improvement in pupils' spiritual, moral, cultural, social and physical development, preparing them for the next stage of education. • a culture and curriculum which takes account of the richness and diversity of the school and local community. • a rich, colourful and supportive environment based on mutual respect which promotes enjoyment and excitement in learning and attainment; and • high standards of behaviors and self-discipline which foster respect, self-esteem and consideration for all members of the school.
1.5	Create and implement a strategic plan, underpinned by sound financial planning which: <ul style="list-style-type: none"> • Identifies priorities and targets for ensuring that pupils achieve high standards and make at least good progress. • Increases teachers' effectiveness and secures school improvement.
1.6	Ensure that policies and practices take account of current national, local and school data and inspection and research findings.
1.7	Monitor, evaluate and review the effectiveness of the school's policies, priorities and targets and act where necessary.
2.	Teaching and Learning
2.1	Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarking to monitor progress in every pupil's learning.
2.2	Determine, organise and implement the curriculum and its assessment; monitoring and evaluating these to identify and act on areas for improvement.
2.3	To embed a culture of inclusion and support that values and champions the needs of all children.
2.4	Establish creative, responsive and effective approaches to teaching and learning.
2.5	Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils, including those with special educational needs, to set and meet challenging, realistic targets for improvement.
2.6	Create and maintain an effective partnership with parents/carers to support and improve pupils' attainment, progress and personal development.
2.7	Develop effective links with the community, including business and industry, to extend the curriculum and enhance teaching and learning.
2.8	Where appropriate, to teach designated classes in accordance with the requirements of the Teachers' Standards and the School Teacher's Pay and Conditions Document as may be in force

	from time to time.
3.	Leading and Managing Staff
3.1	Maximise the performance and contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils.
3.2	Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring there is a clear delegation of tasks and responsibilities.
3.3	Implement and sustain effective systems for the management of staff performance.
3.4	Motivate and enable all staff to develop expertise in their respective roles, through high quality CPD.
3.5	Demonstrate high professional standards and leadership in a climate of high expectations for all staff and pupils.
3.6	Lead by example to ensure the continuous commitment by all staff to promote the emotional health, well-being and safety of pupils and staff.
3.8	Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers, including those for the Headteacher.
4.	Deployment of Staff and Resources
4.1	Advise the governing body on the formulation of the annual budget in order that the school secures its objectives and ensure the regular monitoring of the budget and the oversight of the use of resources.
4.2	To deploy staff and resources efficiently and effectively in line with the objectives in the School Development Plan and within the school budget.
4.3	To ensure effective administration and control of resources.
4.4	Prioritise and allocate financial resources appropriately, within the budgetary constraints, ensuring efficiency, effectiveness and probity in the use of public funds.
4.5	Manage, monitor and review the range, quality, quantity and use of all available resources to improve the quality of education, improve pupils' achievement, ensure efficiency and secure value for money.
4.6	Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
5.	Accountability
5.1	Provide timely information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning, improved standards of achievement, efficiency and value for money.
5.2	Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including the Governors, the Local Authority, the local community, Ofsted and others.
5.3	Create and develop an organisation in which all staff work collaboratively, share knowledge and understanding and recognise that they are accountable for the success of the school and accept responsibility for outcomes.
5.4	Ensure that pupils and parents/carers are well informed about the curriculum, attainment and progress and about the contribution they can make to help the school achieve its targets for improvement.

5.5	Ensure that accurate and up to date records are compiled and maintained to satisfy legislative and safeguarding regulations, including such policies on the school website.
6.	Safeguarding
6.1	Take on the role of senior designated safeguarding lead and fulfil all associated duties as outlined in KCSIE.
6.2	To have a thorough understanding and awareness of the importance of safeguarding to ensure that it is prioritised within the school.
6.3	To demonstrate commitment to safeguarding by acting as a role model to all staff.
6.4	To hold all staff, volunteers & external building users accountable for their contribution to safeguarding regulations and ensure that all policies and procedures are adopted and fully implemented.
6.5	Ensure that sufficient resources and time are allocated to enable DSLs and other staff to discharge their responsibilities, including taking part in strategy discussions and other interagency meetings as well contributing to the assessment of children.
6.6	Create a safe culture that supports staff and volunteers in raising concerns about poor or unsafe practice involving children and ensure these are dealt with sensitively and effectively in accordance with agreed policies and procedures.
7.	Christian Ethos
7.1	Maintain and develop the Christian Ethos of the school, the programme of religious education and worship with links to St Denys Church and to promote the spiritual development of our pupils.
7.2	Ensure that children are given opportunities to learn about all faiths to enable them to develop their understanding of the world as a whole and different cultures around them.

