



ST GILES CHURCH OF ENGLAND PRIMARY SCHOOL
JOB DESCRIPTION FOR THE ROLE OF HEADTEACHER
FEBRUARY 2023

Job Title: Head Teacher
Salary: Salary Range L10 – L16
Responsible to: The Governors, West Sussex LEA and Diocese of Chichester

Duties:

This job description is subject to the general conditions of service for a Head Teacher as set out in the current School Teachers' Pay and Conditions Document and is based on the National Standards for Head Teachers. It is intended to provide guidance on the range of duties associated with the post but not to provide a full and exclusive definition of the post.

Main Purpose:

The Head Teacher will work with all stakeholders to provide leadership, vision, and strategic direction for the school to maintain its success and to ensure the highest quality of education and experience for every child.

Leadership

- Ensure the development of a vision and strategic plan for the school, based on shared Christian values, which inspires and motivates all stakeholders.
- Lead, inspire and develop a team of high performing teaching and support staff.
- Promote a learning community which provides and values continuous professional development for all staff while always supporting their mental health and wellbeing.
- Work with staff and the Governing Body to produce a School Development Plan which identifies priorities and targets based on robust evaluation thereby maximising achievement and minimising all forms of disadvantage.
- Place the needs of pupils at the centre of all decision making and so create an environment where pupils are given the opportunity to achieve their full potential.
- Create an environment which promotes positive and respectful relationships across the school community, encouraging inclusivity and acceptance.
- Implement strategies which are seen as consistent, firm and fair and that secure high standards of good behaviour, punctuality and attendance.
- Establish and sustain high expectations of behaviour for all pupils.

Learning

- Inspire, establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- Ensure the highest standards of enjoyment and achievement for all pupils, regardless of their ability or background by implementing and monitoring high expectations of pupils and staff.
- Ensure reliable, proportionate and effective approaches are used when assessing pupils' knowledge and understanding of the curriculum.

- Develop and oversee the regular review of an inclusive, relevant, broad, balanced, flexible, creative and differentiated curriculum designed to involve, engage, challenge and stimulate all pupils.
- Oversee and maintain effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- Identify and provide for the specific needs of all pupils considering the new SEND Code of Practice thus ensuring every child can reach their potential.
- Maintain and develop effective systems of planning, assessment and record keeping, taking account of the need to communicate with parents/carers and pupils.
- Promote a successful learning culture that will enable pupils to become effective, enthusiastic, independent learners committed to lifelong learning.
- Be the Lead Learner in the school.

Managing

- Oversee the school's financial and human resources effectively, in conjunction with the school's Governors, to achieve the school's priorities.
- In conjunction with the Bursar, agree and monitor budgets and ensure systems are in place for effective control of those budgets. In addition, manage premises to ensure that the school buildings meet teaching needs and health and safety regulations.
- Work with the school community to actively pursue and secure additional funding.
- Manage human resources appropriately. This should include staff induction, professional development, performance management and review.
- Lead, inspire and motivate staff to ensure that they have access to suitable advice, education and training appropriate to their professional needs as identified through performance management and the priorities identified in the School Development Plan.
- Ensure staff are deployed and managed well with due attention paid to workload.
- Monitor and evaluate standards of teaching in the classroom and provide constructive feedback and relevant support, taking appropriate action when performance is unsatisfactory.
- Ensure that the Local Authority, Diocesan and the school's Equal Opportunities and Race Equality policies are followed and actively pursued.

Partnerships

- Maintain, promote and strengthen the close relationship with St Giles Parish Church and its wider Christian community.
- Maintain and develop the school culture and curriculum which takes account of the richness and diversity of the wider school community.
- Maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Work with other schools, in particular, NEARS to champion best practice and mutual development and develop collaborate strategies that support future sustainability.
- Maintain an outward facing school by inviting parents and carers, community figures and organisations into the school to enhance and enrich it but also to integrate the school into the wider community where it can demonstrate its inclusive ethos and Christian distinctiveness.
- Promote the positive strategies in place for challenging prejudice and dealing with racial harassment and other discriminatory practices or behaviour.
- Present the school's aims, performance and goals in a manner appropriate to a range of audiences, e.g., parents, governors, to enable them to play their part effectively.
- Promote supportive relationships linking home and school in a working partnership, ensuring parents/carers are fully informed about all matters relating to the education of their children.

Governance

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Establish and sustain professional working relationship with those responsible for governance.
- Ensure that staff know and understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates with the required regulatory frameworks and meets all statutory duties.

Safeguarding

- To act as Safeguarding Lead and assume responsibility for child protection, safeguarding and promoting the welfare of children and staff. This includes following all associated child protection and safeguarding legislation and any policies adopted by the school, Diocese and Local Authority.
- To ensure that all legislation and policies and subsequent updates are communicated to staff.
- To take steps to minimise risk to all children but, where needed, initiate the management of cases where safeguarding issues have been identified.

Health and Safety

To comply with the school's health and safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties on premises or sites controlled by the school and to always ensure compliance with procedures.

Data Protection

When working with computerised systems, to be always aware of responsibilities under the Data Protection Act 1998 for the security, accuracy and significance of personal data held by the school.