



St. Mary's Church of England (VA) Primary School Job Description

Job Title:	Headteacher
Location:	St. Mary's Church of England (VA) Primary School
Salary Range:	L12-L18

CORE PURPOSE

The Headteacher shall carry out the professional duties as described in the School Teachers Pay and Conditions Document.

The Headteacher is accountable to the Governing Body and Trust for ensuring the educational success of the school within the framework of the school's strategic plans. The Headteacher will provide professional leadership and management to the school and must establish a culture that promotes excellence, equality and high expectations of all pupils.

The Headteacher will support and develop the distinctive nature of this Church of England school, particularly in relation to Religious Education, collective worship and the distinctive Christian ethos.

KEY RESPONSIBILITIES

To be accountable to the Governing Body for:

- The effective implementation and embedding of the agreed school vision, principles and policies within the school;
- Providing leadership across all aspects of the internal organisation, and management and control of the school;
- Creating a culture of constant improvement and being an inspirational leader, committed to the highest achievement for all in all areas of the school's work;
- Line managing for the Senior Leadership Team and teaching staff;
- Promoting excellence in teaching and learning, ensuring a continuous and consistent focus on pupils' achievement and development (whole-child as well as academic);
- Ensuring that a high quality educational experience is available for all children and young people;
- Creating a positive culture of challenge, support and high expectations, in order to achieve the school's Development Plan, raise standards and improve the quality of teaching;
- Ensuring that teaching in all year groups is improving to outstanding;
- Ensuring that all children make good progress including where there are barriers to learning, through clear, consistent and excellent systems and provision for all, actively promoting inclusion;
- Ensuring effective and appropriate pastoral support is available to children in the school;
- Through robust and effective monitoring and evaluation, identify and act on areas of improvement in relation to the curriculum and assessment;
- Keeping informed of developments within the National Curriculum and other relevant curriculum development sources, to ensure that the curriculum is rich, relevant and inspirational and contributes to outstanding educational and whole-child outcomes;
- Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence;
- Developing an inclusive and supportive approach so that the school is a place where all young people and the wider school community feel welcome;
- Ensuring the Christian ethos of the school is clearly articulated, shared and translates into the daily life of the school.

DEVELOPING SELF AND WORKING WITH OTHERS

- Treat everyone within the school fairly and equitably;
- Develop a culture of personal responsibility that recognises both excellence and supports appropriate strategies to deal with under performance in accordance with school's Appraisal and Capability policies and procedures;
- Ensure a high standard of professional development for all staff and for self, including attending all mandatory training events;
- Work with the SLT and Governors to recruit and retain staff of the highest quality, in line with safer recruitment procedures;
- Manage the workload of staff to ensure the effective running of the school, delivery of priorities and work-life balance;
- Work with senior colleagues to deploy all staff effectively in order to improve the quality of education provided;
- With the School Business Manager, regularly monitor the budget for the school and the use of resources;
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations;
- Ensure that the allocation and use of accommodation within the school provides a positive learning environment that promotes the highest achievement for all;
- Work with Governors, Trustees, and other partners to maximise the level of external funding that is attracted to support the school's development;
- Promote, embed, secure and monitor all agreed school policies.

SECURING ACCOUNTABILITY

- Work with the Governing Body to enable them to meet their responsibilities;
- Equip governors with a solid understanding of data for the school to support their role in planning and critically evaluating performance and to meet their responsibilities for teaching and learning;
- Be accountable for the efficiency and effectiveness of the school to the Governing Body, Trust, staff, Diocese, parents and community;
- Ensure that individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation;
- To develop a school ethos which will enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers;
- Reflect on personal contribution to school achievements and take account of feedback from others.

STRENGTHENING COMMUNITY

- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities;
- Ensure learning experiences for pupils are linked into and integrated with the wider community;
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development;
- Encourage family involvement in, and support for, the school and its Parent Teacher Association, including access to extended services, extra-curricular opportunities, home learning and other educational and social experiences;
- Nurture the school's close relationship with St. Mary's Church and ensure the school is an integral part of the local community;
- Take account of, and respond to feedback sought from pupils, parents and the wider community.

SHAPING THE FUTURE (STRATEGIC LEADERSHIP)

- Work with the SLT and the Governing Body to develop the shared vision and strategic plan for the school, which is responsive to the community it serves. At the core of this should be the educational and personal development of the pupils;
- Work with the Governors, Trust, and staff to define and implement the school's vision and strategic direction so that it is understood and acted upon by all stakeholders;
- Work within the school community to translate the vision into agreed objectives and operational plans, which will drive forward and sustain school improvement;
- Ensure the sustained raising of aspiration, achievement and attainment, is met through an inclusive, sustainable and innovative lifelong education environment;
- Ensure the school achieves its performance targets;
- Demonstrate the vision and values of the school in everyday work and practice;
- Motivate and work with others to create a shared culture and positive climate;
- Promote the school and Trust whilst developing effective and productive relationships with a wide range of stakeholders;
- Secure the commitment of parents and the wider community to the vision and direction of the school;
- Challenge, motivate and empower others to attain ambitious outcomes;
- Working with the SLT, develop strategies for school readiness in Early Years and a positive transition across Key stages and into both primary and secondary education for children and parents.

LEADING LEARNING AND TEACHING

- Drive and inspire a passion for learning in every member of the school community;
- Provide a model of outstanding practice to all staff in teaching and school leadership;
- Secure and sustain effective teaching and learning throughout the school by ensuring sound strategies are in place for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for rapid improvement of all children including those in vulnerable groups;
- To build a collaborative learning culture within the school and community;
- Work with all staff to build effective teams;
- Sustain their own enthusiasm and motivation and develop and sustain that of other staff;
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities;
- Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal as below;
- Effective and consistent implementation of the Trust's Appraisal Policy and other systems of quality assurance and professional development of teachers;
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs and identified through the appraisal process;
- Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the school;
- Develop capacity through coaching and mentoring members of the SLT;
- Keep abreast of educational developments and best management practice in order to introduce appropriate innovation and contribute to joint practice development.

MANAGING THE ORGANISATION

- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities;
- Advise Governors on the formulation of the annual budget in order that the school secures its objectives;

- Working with the School Business Manager, present to the Governors and Trust a balanced budget which meets the needs of the school and takes particular account of the School Development Plan;
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities;
- Work with the Trust on all aspects of education, estates management, finance, HR and business operations;
- To 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 high morale and set an example of professional standards of leadership;
- Continue to develop and maintain the Christian ethos of the school and provide educational vision by determining the values and standards of learning, behaviour and relationships.
- Arrange for parents/carers to be given regular information about the progress of their children, the school curriculum and other matters affecting the school, so as to promote common understanding of its aims.

EQUAL OPPORTUNITIES

- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school;
- Ensure that all policies and procedures adopted by the Governing Body and Trust Board are fully implemented and followed by all staff;
- Ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in inter-agency meetings, and contributing to the assessment of children;
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

HEALTH AND SAFETY

- To work in compliance with the school's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school;
- To ensure compliance with procedures is observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training, instruction and supervision as necessary to accomplish those goals.

DATA PROTECTION

- To ensure compliance with the Data Protection Act (1974) and the Freedom of Information Act (2000).

REVIEW OF DUTIES

The specific duties attached to the Headteacher are subject to annual review and may, after discussion, be changed. The post-holder is expected to perform reasonable duties requested by the Governing Body and Trust Leader from time to time, to commensurate with experience, role and salary.

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