

# Job Description:

# Headteacher, St Mary’s Prittlewell Church of England Primary School

# Main purpose of the job:

**The Headteacher is a lead professional and will provide effective day-to-day leadership of St Mary’s Prittlewell C of E Primary School, enabling the school to continue to flourish by promoting and actively supporting its Christian vision and ethos. Working closely with all stakeholders, the Headteacher will ensure that the school is consistently providing high quality provision to enhance the outcomes and experiences for all children regardless of their starting points.**

**The Headteacher has overall operational responsibility for all leadership and management matters.**

# Headteacher of St Mary’s Prittlewell C of E Primary School - Key Responsibilities:

* Support and enhance the Christian distinctiveness of St Mary’s C of E Primary School
* Take overall responsibility for promoting and safeguarding the welfare of children in the school
* Lead, enhance and vigorously uphold equality and diversity within the school. Ensuring that we are a school for everyone, regardless of race, sexuality, gender, religion, or any other unique characteristic
* Provide professional leadership which secures the success and improvement of the school, ensuring high quality education for all children and continually improving standards of achievement
* Lead the provision of teaching and learning with the effective use of data to target areas for improvement, setting high expectations and raising standards of achievement across the curriculum
* Ensure that all stakeholders, including pupils, staff, parents and carers, Governors and the Diocese are well informed about the curriculum, the priorities for improvement, and all learning opportunities offered by the school
* Ensure that the school policies, systems, organisation, and processes are efficient, up to date, and fit for purpose
* Work with senior leaders, staff, and governors to rigorously and consistently evaluate progress towards School Development Plan priorities and ensure the School Evaluation Form (SEF) is kept current, relevant and accurate
* Ensure that the school develops and secures its place as an active contributor to the wider community of the City of Southend helping both community and school to flourish

# Qualities and knowledge

* In partnership with the governing body, provide and communicate vision, purpose and leadership of the school
* To lead by example, be dependable, consistently demonstrating creativity, resilience and clarity of vision, as well as a good sense of humour, compassion and empathy towards others
* Maintain a solid understanding of the current educational landscape both locally and nationally, consistently pursuing professional development
* To lead by example by showing a strong, punctual work ethic, where time is consistently managed effectively and efficiently

# Children and Staff

* To develop and maintain a culture and physical environment which promotes and secures outstanding teaching, effective learning, high standards of achievement and good behaviour
* Use an analytical understanding of how children learn to target teaching, provide intervention, and accelerate progress in classrooms; keeping staff consistently up to date with current pedagogy
* To ensure the learning needs of all children are met and demand ambitiously high standards for all children and staff
* To ensure that the management and organisation of the curriculum provides continuity across all key stages, meets statutory requirements as well as the needs, aptitudes and interests of the pupils
* To monitor, evaluate and review teaching, learning and the curriculum and identify priorities for improvement, setting objectives for the school, year group teams, individual staff and children
* To lead, motivate, support, challenge and develop staff to secure continuous professional development
* Adhere to fair and transparent systems for managing performance of all staff, address any underperformance and support improvement thereof in a timely manner and in line with appropriate policy and procedure
* To be an exemplar, and to hold staff accountable for their professional conduct and practice

# Self-improving school system

* Develop effective relationships with other professionals to improve academic and social outcomes for all pupils
* Nurture and develop leadership through high quality training and sustained professional development for all staff
* Model innovative approaches to school development, leadership and governance which demonstrate impact
* Promote internal and external accountability
* Develop and maintain effective relationships with the Governing Body, and provide regular and appropriate reports as agreed with Governors
* To write, implement and review a School Development Plan which, through consultation with the Governing Body and other key stakeholders identifies appropriate priorities and targets to ensure that:
* The school sets high expectations for all, including Leaders, Staff, pupils, and parents/carers.
* The school meets the needs of all learners
* Every learner achieves regardless of their starting point or their barriers to learning
* School priorities are developed from a rigorous, transparent, and regularly reviewed self-evaluation model
* An approved and balanced school budget is effectively and appropriately used to resource the key priorities

# Systems and process

* Ensure the schools systems, organisation and processes are compliant, fully comprehensive, efficient, and fit for purpose.
* Monitor the implementation of school policies and ensure nationally determined priorities are addressed as appropriate
* Welcome challenge from the governing body to evaluate the school development priorities, standards of achievement, value for money, and compliancy with statutory requirements.
* Deploy staff and resources efficiently and effectively, in line with the priorities and objectives of the School Development Plan and within the available budget
* Distribute and delegate leadership of key actions within the team, utilising skills and expertise of individual staff effectively
* Ensure effective deployment of allocated budget and resources to secure best value for money
* Manage, organise and maintain accommodation efficiently and effectively to meet the needs of learners and meet health and safety regulations

# Additional Duties and Expectations

* Play a full part in the life of the school community, to support and build the positive school ethos and provide a role model to all members of the school community
* Work collaboratively with other local school leaders to learn from and develop best practice
* Actively develop, improve and promote school policies
* Sustain and show full commitment to their own professional development; Lead and actively promote the staff review and professional development process
* In common with all teachers, undertake any other duty as specified by School Teachers' Pay and Conditions of Service not included above

**The conditions of employment for schoolteachers specify the general professional duties of all teachers; the professional standards for teachers at the relevant level are applicable, as well as the Headteacher standards.**

**This job description may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments.  It will be reviewed as part of the Headteacher’s annual performance appraisal process.**

Date Agreed by Governors: 22/10/2022

Last Review Date: 22/10/2022