

HEADTEACHER JOB DESCRIPTION

Position: Headteacher

Reporting to: The Governing Board

Main Purpose:

- To foster and continue to develop the distinct Christian nature of the school and its strong Anglican / Methodist links by:
- Providing professional leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and good standards of learning and achievement.
- Fulfilling all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher and the overriding requirements of the role. To meet the National Standards of Excellence for Headteachers as published by the DfE.
- Seeking to achieve any performance criteria, objectives or targets agreed with or set by the relevant body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.
- Working collaboratively with partners and key stakeholders to offer commissioned places which meet pupils' needs, providing specialist advice in relation to addressing social, emotional and mental health needs. Maintain the inclusive ethos and culture of the school.
- Leading and being responsible for strategic management of the school through rigorous self-evaluation, including quality assurance and performance management at all levels.
- Being an advocate for the school in the local community

MAIN TASKS

1. Strategic direction and development of the school

- 1.1 Provide inspiring and purposeful leadership for the staff and pupils.
- 1.2 To work in partnership with the governing body, staff and parents upholding the ethos and values which underpin the school.
- 1.3 To continue to implement a Development Plan that will secure continuous school improvement.
- 1.4 To monitor and evaluate the performance of the school and respond and report to the governing body as required.
- 1.5 To ensure that management, finances, organisation and administration of the school supports its vision and aims.

- 1.6 To ensure that school policies and practices take account of national, local and school requirements.
- 1.7 To monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.
- 1.8 To ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.

2. Teaching and learning

- 2.1 Continue to maintain an environment that promotes and secures strong teaching, effective learning, high standards of achievement and good behaviour.
- 2.2 Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- 2.3 Ensure that pupils develop study skills in order to learn more effectively and with increasing independence.
- 2.4 Determine, organise and implement a policy for the personal, social and moral development of pupils.
- 2.5 Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the school through appropriate methods.
- 2.6 Determine and implement policies which promote equalities.
- 2.7 Determine and implement positive strategies and programmes which ensure good pupil behaviour and discipline and give support and clear guidance on exclusions.
- 2.8 Develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning.
- 2.9 Continue to maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.
- 2.10 Promote extra curricular and enrichment activities in accordance with the educational aims of the school.

3. Leading and managing staff

- 3.1 Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- 3.2 Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.

- 3.3 Promote and monitor the continuing professional development of staff, including the induction of early career teachers.
- 3.4 Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of teachers, including those of Headteacher.
- 3.5 Participate in the arrangements made in accordance with the regulations for appraisal, and to participate in the identification of areas in which the Headteacher would benefit from further training and undergoing such training.
- 3.6 Ensure that a deputy Headteacher or suitable person, assumes responsibility for the discharge of the Headteacher's function at any time when absent from school.
- 3.7 Continue the development of good working relationships with governors, staff, pupils, parents/carers and the community.

4. Efficient and effective deployment of staff and resources

- 4.1 Work with governors and senior colleagues to recruit and retain staff of the highest quality.
- 4.2 Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
- 4.3 Set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- 4.4 Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- 4.5 Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- 4.6 Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

5. Leadership in a Church School

- 5.1 Provide professional leadership and management for the school within the context of a strong Christian ethos, while welcoming children of all faiths or none.
- 5.2 Ensure the organisational structure reflects the school's vision, values, Anglican and Methodist trust deeds and mission;
- 5.3 Promote a vision of a Church school witnessing to its Christian values in its local community;

- 5.4 Work within the school and both Church communities to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement;
- 5.5 Demonstrate the vision and Christian values in everyday work and practice;
- 5.6 Ensure a range of Church and community-based learning experiences;
- 5.7 Seek opportunities to invite parents/ carers, members of the Church families, community, business or other organisations into the school to enhance and enrich the school and its value to the wider community;
- 5.8 Contribute to the development of the education system by, for example, sharing effective practice with schools in the Diocesan and Methodist families, working in partnership with others to promote innovative initiatives.

6. Accountability

- 6.1 Continue to develop an organisation in which all the staff are accountable for the success of the school.
- 6.2 Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the LA, the local community, Ofsted, SIAMS and others to enable them to play their part effectively.
- 6.3 Ensure that parents / carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- 6.4 Provide information, objective advice and support to the Governing Board to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- 6.5 Carry out any such duties as may be reasonably required by the Governing Board.

7. Safeguarding Children & Safer Recruitment

- 7.1 To promote and safeguard the welfare of all children and young people within the school, by ensuring that the school's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

- 7.2 This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment

Actions

The Headteacher should ensure that:

- The policies and procedures adopted by the Governing Board are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other 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.

The ability to converse at ease with children, their parents and the wider community and provide advice in accurate spoken English is an essential requirement of this post.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future'. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions as they relate to Headteachers/Executive Headteachers.