Sytchampton Endowed Primary School

**Headteacher Job Description**

**Job title: Headteacher**

**Salary Range: L9 – L14 (£60,644 - £68,586)**

**Contract type: Full-time, permanent**

**Reporting to: The Governing Body and Local Authority**

**Responsible for: All staff, volunteers and children within the school**

**General Duties and Responsibilities**

To carry out the duties of the headteacher as set out in the current School Teachers’ Pay & Conditions Document and to fulfil the National Headteacher Standards (2020). These standards are built upon The Teaching Standards (2011) which apply to all teachers, including headteachers.

The appointment is subject to the current conditions of employment of headteachers, contained in the School Teachers’ Pay and Conditions document and other current educational and employment legislation, including that of the Department for Education. In carrying out his/her duties, the headteacher shall consult, where appropriate, with the Local Authority, the governing body, the staff of the school, its pupils and the parents of its pupils.

This job description may be amended at any time following consultation between the headteacher and Governing Body. This document should be reviewed regularly, in line with the National Standards of Excellence for Headteachers, changes to the STPCD and through appraisal procedures.

This job description forms part of the contract of employment of the person appointed to this post. It is not necessarily an exhaustive definition of the role and, from time to time, the postholder may be asked to undertake such other duties and training and/or hours of work as may be reasonably required to be consistent with their general level of responsibility.

The core responsibilities of the Headteacher are:

* To be an inspirational, dynamic and hands-on leader of the school, motivating children and staff alike to achieve their best and to grow in confidence and in their ability to contribute
* To develop a clear vision for Sytchampton Endowed Primary School within the changing educational environment and to provide strong leadership to steer the school towards that vision
* To ensure that all members of the staff team, volunteers, governors and parents act to provide a safe, secure and happy environment within which the children can learn
* To build and maintain relationships with the wider community

Accountable to the governing body, the Headteacher provides vision, leadership and direction for the school and ensures it is managed and organised to meet its aims and targets. The Headteacher, working with others, is responsible for evaluating the school’s performance to identify the priorities for continuous improvement, raising standards, ensuring equality of opportunity for all, developing policies and practices, ensuring that resources are efficiently and effectively used to achieve the school’s aims and objectives and the day-to-day management, organisation and administration of the school.

In addition, the Headteacher is responsible for developing and maintaining relationships with the broader community – local schools, the Local Authority, the PTA, and parish council as examples. Through these relationships, the Headteacher plays a key role in advancing the wider educational environment.

**Duties and responsibilities**

***Qualities and Knowledge***

* Create an environment of achievement and success for staff and pupils alike, and celebrate that success with the broader community
* Provide overall strategic leadership and drive the strategic direction of the school with passion and commitment
* Embody the school’s values and ambitions and instill confidence in the pupils, staff and parents of your ability to lead
* Foster and maintain strong relationships both internally and externally
* Manage the budget of the school, translating the current and future needs of the pupils into fully costed actions
* Be a strong, visible presence in the school, inspiring staff and children alike whilst remaining approachable
* Be prepared and willing to take tough, impartial decisions in difficult situations

***Pupils and Staff***

* Remain resolutely child-centred, putting their needs first and continuing to strive to find ways to make their time at school as exciting, creative and inspiring as possible
* Recognise and nurture the individual talents of the staff, building on the existing open and creative environment and providing staff with opportunities to develop, share and implement their own ideas
* Continue to expand the creative side of the curriculum alongside the academic
* Promote harmonious, respectful and inclusive relationships amongst all staff members
* Encourage and promote the participation of staff in relevant continuing professional development and challenge them to improve and develop, setting an example with your own approach to CPD
* Build on the academic achievements of the school, ensuring the inclusion and appropriate challenge of all children

***Systems and Processes***

* Lead the strategic planning process for the school and ensure it takes account of the pending and potential changes in the local education system
* Develop and maintain a culture of high expectations for yourself and for others, giving staff appropriate space to develop, grow and contribute substantively, and taking appropriate action when performance is unsatisfactory
* Hold budget holders to account and ensure financial planning is curriculum-led
* Develop and maintain effective strategies and procedures for staff induction, professional development and performance review
* Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities
* Work with the governing body, providing information, advice and support, to enable it to meet its responsibilities. Encourage constructive challenge and support from the governing body
* Ensure all staff, volunteers and governors are appropriately trained in and aware of safeguarding procedures and that they feel able to raise concerns about poor or unsafe practice in regard to children. Ensure that all such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistleblowing policies
* Foster an environment of collaboration amongst teaching and non-teaching staff, volunteers, governors and parents

***The Self-Improving School System***

* Develop and maintain relationships with local first schools, primary schools, middle schools and high schools, in particular those within the existing cluster
* Actively participate and, wherever appropriate, lead cross-cluster discussions of potential future changes in the local educational system
* Communicate regularly and effectively with local partners to ensure the academic, cultural, social and emotional well-being of pupils and their families
* Consider the longer-term sustainability, impact and contribution of Sytchampton Endowed Primary School in resource and strategic planning and communicate that planning with partner organisations
* Safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.