



## **HEADTEACHER JOB DESCRIPTION**

Salary: ISR Group 7

**The Commonweal School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**

### **Introduction**

The Headteacher will take overall responsibility for the leadership, organisation, management and conduct of the school. This will be in accordance with the statutory conditions of Employment of Headteachers and in consultation with the Governing Body. The full range of professional duties that may be required are as set out in The School Teachers Pay and Conditions document, the Academies Financial Handbook and from guidance in the DFE Headteachers' Standards (2020).

### **Job Purpose**

The development and implementation of our educational vision and direction of the school which motivates and is supported by the school community. To secure effective learning and teaching, good behaviour and discipline; to strive for continuous improvement of students' academic achievement including their spiritual, social, moral and cultural development.

To promote the aims of the school through implementation of the policies of the Governing Body. Manage the resources and premises so as to promote and secure the achievement and welfare of both students and staff. Provide an environment in which staff and students can work happily and purposefully together to achieve their full potential.

### **Key Accountabilities**

- Maintain a positive working relationship with the Governing Body and be accountable to it for school improvement through attendance at meetings.
- Provide information, objective advice and support to the Governing Body.
- Develop and implement a whole school curriculum that is inclusive and meets the needs of each child.
- Implement policies and prepare and implement procedures.
- Provide effective leadership and organisation so that all staff are enabled to contribute to the success of the school.
- Adhere to the school's Articles of Association and Funding Agreement.
- Ensure that the school continues to manage performance data to evaluate school efficiency, its effectiveness and to promote school improvement.

- Present a coherent and accurate record of the school's performance in a form appropriate to a range of audiences.
- Ensure that parents and students are well informed about curriculum attainment and progress and are able to understand targets for improvement.
- Develop and maintain close working partnerships with parents and carers.
- Develop and encourage good relations between the school, transition schools, PTA and the local community.
- Develop and encourage good relations between the school and other agencies, including Social Services and Health professionals.

### **Leadership and Strategic Vision**

- To ensure that "every learner matters" is central to all strategic planning.
- Promote the school's ethos in which every child achieves their full potential.
- To ensure that equal opportunities and inclusion policies/practices for all students and staff are effectively used.
- The day-to-day operational management of all aspects of the school.
- To maintain and develop the School Evaluation Form (SEF) or equivalent and School Development Plan (SDP).
- To discuss and agree SDP with Governing Body.
- To participate in the Education Strategic Partnership (ESP).

### **Teaching and Learning**

- Expectation of involvement at a classroom level which might involve some teaching commitment.
- Provide a broad and balanced and inclusive curriculum.
- Have day-to-day management of the curriculum, pastoral care and administration of the school, all of which should be appropriate to the students' experience, interests and aptitudes.
- The continual raising of children's attainment so they are provided with the best life chances.
- Create and maintain an attractive and exciting environment for learning.
- Give a high priority to the further development of a wide range of teaching and learning opportunities.
- Manage the system for monitoring and developing the quality assurance of teaching and learning.
- Promote the effective management of positive pupil behaviour.
- Manage the effective assessment, recording and reporting system of pupil progress.
- Monitor and evaluate the curriculum.
- Encourage new developments in the curriculum in the context of local and national initiatives.
- To embrace the use of ICT in teaching across the curriculum and to incorporate new and emerging technologies in a way that enhances and extends learning for all students.
- To develop and maintain our specialist provisions.

### **Staff**

- A commitment to the continuous professional development for staff and self to focus on improving standards which are linked to individual and school needs through performance management and the SDP.

- Provide enthusiastic, visionary and clear leadership to staff in promoting excellence and delivering sustained school improvement.
- Manage effectively the deployment and performance of all staff.
- Retain and develop high quality professional staff.
- The maintenance of high morale amongst staff and setting a personal example of professional standards of performance and behaviour.
- Encourage initiative and team work.
- Have a duty of care regarding staff welfare including their work life balance.
- Liaise with the Governing Body and Senior Management team in the recruitment and selection of teaching and support staff.

### **Financial Management**

In consultation with the school's Business Manager and Governing Body:

- To act as the Accounting Officer
- To manage accurate and efficient budgeting procedures and records.
- To provide regular reports to the school's Governing Body.
- To exercise day-to-day management of the school budget.
- To ensure compliance with the standards set within the Academies Financial Handbook.
- Ensure the appropriate allocation of all resources and their efficient use.
- Ensure the school provides best value.

### **The Premises**

- In consultation with the Governing Body to ensure the school building and grounds including the contents and equipment are safe and well maintained.
- To ensure compliance with all relevant Health and Safety legislation
- To develop a long-term plan for the replacement and renewal of the school premises and enhancing our outdoor environment.
- To develop a long term plan for eco-friendly initiatives.

### **Parents and the wider community**

- To participate fully in the local community and maintain good links within it.
- Maintain and promote our open door policy where parent's views are valued.
- To communicate regularly and effectively with parents.
- To maintain an effective and compliant school website.
- To liaise with outside agencies and maintain good relations with our cluster, feeder schools and the Local Authority.
- Strengthen relationships with our cluster, feeder, and local secondary schools.

### **School Improvement**

- The development and delivery of an effective School Development Plan (SDP) identifying appropriate priorities and targets for the improvement of students' achievement.
- Linking the SDP to overall financial planning and monitoring its implementation by using sound management practices throughout the school which support the measurable improvement of standards and good quality teaching.

**Safeguarding Children**

- To ensure that systems are in place to ensure child welfare regulations are followed.
- To ensure the practice of safer recruitment in checking the suitability of staff and volunteers to work with children and raise awareness of child protection.

*The Governing Body retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the postholder.*