



Head Teacher Job Description

February 2025

Overview

- Head teacher of a small village with mixed year classes taking children from rising three to eleven with 101 on roll
- Voluntary controlled school

Key Working relationships

- All school staff
- Parents
- Governing body
- Local schools
- Local Authority – including Finance, HR and Estates departments
- Oxfordshire Diocesan Board of Education (ODBE)
- Local community including parish council and local clergy

Shaping the Future

- The ability to communicate a clear vision for the school strategy over the next 3-5 years, knowing and implementing what is required for an aspirational Good school to become a high achieving Outstanding school for both OFSTED & SIAMS.
- To ensure the school continues to remain competitive in terms of its educational provision, creating clear parental choice opportunities for the future.
- Ensure the vision of the school is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the visions into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrate the vision and values in everyday work and practice. Motivate and work with others to create a shared culture and positive climate.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure the strategic planning takes account of the diversity, values and experience of the school, local community and at a national level.
- Ensure that the school buildings and environment successfully reflect the vision of the school.
- To successfully lead on the expansion of EYFS to lower the admission age to 2 years and to oversee any required capital programme.

Leading Learning and Teaching

- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive and effective approaches to learning and teaching.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.



Head Teacher Job Description

February 2025

- Implement strategies which secure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Nurture & maintain an effective partnership with parents & carers to support and improve pupil's achievement & personal development.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance, if identified, at any level, and ensure effective corrective action and follow-up.
- Continue to maintain an effective partnership with parents, church and the wider community, based on a supportive Christian ethos to ensure the delivery of educational excellence thereby improving pupils' achievement and personal development.
- Maintains personal active teaching and learning practice.

Personal Development and collaborating with others

- Treat people fairly, equitably; and with dignity and respect in order to create and maintain a positive school culture.
- Build a collaborative learning culture within the school; and actively engage with other schools to build effective learning communities, if necessary, by leading the initiatives.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Ensure effective planning, allocation and support for teams and individuals, ensuring clear delegation of tasks and empowerment of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of continuous improvement for self and others, including regular review of practice and target setting.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Ensure that the school is committed to Safeguarding, and promotes the welfare of children as the key priority at all times, in line with current legislation and outlined within Keeping Children Safe in Education.
- Engage effectively with children of all ages across the school, gaining respect and encouraging participation and feedback to enable the pupil voice.

Managing the school

- Create an organisational structure which reflects the school's values, and enables the management system structures and processes to work effectively in line with legal requirements
- Produce and implement clear, evidence-based & SMART improvement plans and policies for the development of the school and its facilities.
- Ensure that policies and practices are regularly monitored and adapted, in line with national and local requirements / initiatives. Ensuring full implementation of all policies and procedures by all staff and governors.



Head Teacher Job Description

February 2025

- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and delivery of the strategic priorities.
- Recruit, retain and deploy staff appropriately - this may include temporary covering of classes teachers, as well as helping staff to manage their workload to achieve the vision and goals of the school.
- Implement successful performance management processes with all staff.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum as well as Health and Safety regulations.
- Ensure that the range, quality and use of all available local resources are carefully monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school. Ensuring with Governors that cyber security responsibilities are recognised and implemented.

Accountability

- Fulfil commitments arising from the contractual accountability to the Governing Body, Local Authority and ODBE.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accountability for outcomes.
- Work with the Governing Body - providing information objective advice and support to enable it to meet its responsibilities.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Present a coherent and accurate account of the school's performance in an appropriate format to meet the needs of key stakeholders.
- Reflect on personal contribution to school achievements and take account of feedback from others.
- Co-operate and work with the relevant agencies to protect children, with special regard to SEND, Safeguarding and Child Protection agencies.

Strengthening Community

- Expand & develop a school culture and curriculum which takes account-not only the school's own community but also looks for opportunities to expose children to external diversity.
- Contribute to the development of the education system including by sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Promote the values of the Church of England as well as the Christian values and ethos of the school.
- Create and promote positive strategies for managing and challenging all forms of prejudice and dealing with any anti-social behaviours.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- Ensure a range of community-based learning experiences.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of pupils and their families.



Head Teacher Job Description

February 2025

- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Work effectively to further the links with other schools in supportive partnerships.

General

- Any specific actions from the above areas may be delegated wholly or in part as appropriate, as recorded in the job descriptions of the other staff in the school.

Structure

