



Upperthong Junior & Infant School

Head Teacher – Job Description

Key Responsibilities - Leading and Managing Teaching & Learning

- To foster an inclusive culture and effectively communicate a vision of excellence for the school, which involves continuously improving the quality of teaching and learning
- Ensure teaching & learning is led in accordance with the school's vision and goals
- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and appropriate benchmarks to monitor progress in every child's learning
- Ensure that learning is at the centre of strategic planning and resource management
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and be engaged in their own learning
- Use a range of evidence, including national data and own schools' performance data, to support, monitor and evaluate and improve aspects of school life, including challenging under performance
- Demonstrate and articulate high expectations and set challenging targets for the whole school community
- Ensure individual staff accountabilities are clearly defined, understood, and agreed and are subject to rigorous review and evaluation in accordance with managing performance excellence
- Ensure a culture of professional curiosity as the Designated Safeguarding Lead (DSL) and whole school adherence to all statutory requirements, currently provided through Keeping Children Safe in Education
- Implement strategies that secure high standards of behaviour and attendance
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Determine, organise, and implement a rich curriculum that exceeds the requirements of the National Curriculum
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils
- Maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils
- Build and develop the team to work as effectively and efficiently as possible whilst also securing the highest levels of staff engagement
- Arrange for a Deputy or other suitable person to assume responsibility at any time when the Headteacher is absent from the school

- Work closely with the Business Manager and wider Local Authority Finance team to manage the school's financial and human resources, ensuring effectiveness and efficiency in achieving the vision and goals of the school within the parameters of the budget
- Manage and organise the school environment efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations

Key Responsibilities – Shaping the Future

- Work closely with the local governing body and others to ensure the school vision and strategic plan are effective and relevant to the school's development
- Work within the school community to translate the school's vision into agreed objectives and operational plans
- 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 and initiatives to achieve excellence
- Ensure the strategic planning takes account of the diversity, values and experience of the school and its community

Key Responsibilities – Strengthening Community

- Develop and secure trust amongst the community and all stakeholders
- Create a wholly inclusive environment
- Create and maintain an effective partnership with parents and carers, to support and improve pupils' achievement and personal development
- Seek opportunities to invite parents, careers and community figures, business, or other organisations into the school to enhance and enrich the school and its value in the wider community
- Contribute to the development of the school-led, self-improving education system
- Work with partners and agencies to ensure every child feels they belong, can achieve and look forward to a brighter future

Key Responsibilities - Developing Self and Working with Others

- Treat people fairly, equitably and with dignity and respect 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
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks
- Acknowledge responsibilities, celebrate achievements of individuals and teams
- Regularly review own practice, set personal targets and take responsibility for personal development

- Manage own workload and support others in doing the same, to provide for good levels of work/life balance
- Create a safe learning environment where colleagues feel able to contribute to ideas and practice

February 2026