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|  | Valentine Primary School Southampton |

* **Headteacher Job Description**

The Headteacher will carry out his/her professional duties in accordance with and subject to the National Conditions of Employment for Headteachers and the School Government Regulations.

The Headteacher will always endeavour to meet the Department for Education's Headteachers' Standards 2020.

The Headteacher will be responsible to the Governors for the conduct, management, and administration of the school, subject to any policies which the Department for Education and the Governors may make.

* **Key Responsibilities of the Post A) Safeguarding**

Valentine Primary School is committed to safeguarding and promoting the welfare of our pupils. All staff and volunteers are expected to share this commitment.

The successful candidate will be required to undergo an enhanced check with the Disclosure and Barring Service (DBS) and all satisfactory pre-employment clearances including the right to work in the UK, ISA registration, pre-employment health clearance and two satisfactory references.

The Headteacher should be a Designated Safeguarding Lead.

1. To take a lead responsibility for child protection
2. To commit resources
3. To support and direct other staff
4. To manage referrals
5. To undertake relevant training and organise training for all staff
6. To raise awareness of safeguarding matters
7. To carry out duties all in accordance with Keeping Children Safe in Education: Statutory guidance for schools and colleges 2021 – including Annex C: Role of the designated safeguarding lead
8. To ensure that Health & Safety policy and practice are robust Valentine Headteacher Job Description Jan 22

**B) Strategic Direction and Development of the school**

To work with the Governing Body, to develop a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national, and international context:

1. To formulate overall aims and objectives for the school and policies for their implementation
2. To create an ethos and provide educational vision and direction which secures effective teaching, successful learning, and achievement by pupils, resulting in the sustained improvement in their academic, social, and cultural development whilst preparing them for the opportunities, responsibilities and experiences of adult life
3. To further secure the commitment of parents and the wider community to the vision and direction of the school to create and implement a strategic plan, underpinned by sound financial planning. The plan identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers’ effectiveness and securing school improvement
4. 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
5. To ensure that the management, finance, organisation, and administration of the school support its vision and aims
6. To ensure that policies and practices take account of national, local, and school data and inspection research findings
7. To monitor, evaluate and review the effects of policies, priorities, and targets of the school in practice and act if necessary

**C) Qualities and Knowledge** The Headteacher will:

1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors, and members of the local community
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise, and skills, and that of those around them
4. Manage unexpected challenges with good judgement and composure, expertly leading the school response and aligning to local and national guidance where applicable

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1. Sustain wide, current knowledge and understanding of education initiatives and school systems locally, nationally, and globally, and pursue continuous professional development

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1. Work with political and financial astuteness, within a clear set of principles centered on the school’s vision, ably translating local and national policy into the school’s context
2. Communicate cogently the school’s vision and drive the strategic leadership, empowering all pupils and staff to excel

**D) Pupils and Staff** The Headteacher will:

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality,
2. Instill a strong sense of accountability in staff for the impact of their work on pupils’ outcomes
3. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils’ well-being
4. Maintain an educational culture of ‘open classrooms’ as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
5. Sustain an ethos in which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other
6. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
7. Hold all staff to account for their professional conduct and practice

**E) Systems and Process**

The Headteacher will:

1. Ensure that the school’s systems, organisation, and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity, and probity
2. Provide a safe, calm, and well-ordered environment for all pupils and staff,

focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society

1. Maintain rigorous, fair, and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve, and valuing excellent practice
2. Welcome strong governance and actively support the Governing Body to fulfil its role and deliver internal and external accountability – its functions to set school strategy and hold the Headteacher to account for pupil, staff, and financial performance
3. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils’ achievements and the school’s sustainability
4. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities, holding each other to account for their decision making

**F) The Self-Improving School System** The Headteacher will:

1. Create an outward-facing school which works with other schools and organisations, in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
5. Model entrepreneurial and innovative approaches to school improvement, leadership, and governance, confident of the vital contribution of internal and external accountability
6. Inspire and influence others - within and beyond Friday Bridge School - to believe in the fundamental importance of education in young people’s lives and to promote the value of education

**Notes**

The Headteacher may be asked by the Governing Body to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post.