**Headteacher - Job Description**

**Group 2 Salary Scale: L15-L21**

**As required by Paragraphs 44-47 & 52 of the School Teachers’ Pay and Conditions Document.**

1. **Job Purpose**

As required by paragraph 44-47 and 52 of the School Teachers’ Pay and Conditions Document, to be responsible for the internal organisation, management and control of the school.

1. **Duties and Responsibilities**

 **2.1 General**

To act in accordance with the requirements of paragraphs 44-47 & 52 of the School Teachers’ Pay and Conditions Document. To undertake the professional responsibilities of a Headteacher as set out in paragraph 46 of the School Teachers’ Pay and Conditions Document, working towards and within the Headteacher Standards. To act in accordance with other legislation affecting the conduct of the school, particularly safeguarding, equality, diversity and inclusion, health and safety, and employment rights.

1. **Line Management**

Responsible for the supervision of all staff employed in the school.

1. **Conditions of employment**

The above responsibilities are in accordance with the School Teachers’ Pay and Conditions Document in terms of duties and working time and are also subject to any local agreements and LA guidance on interpreting conditions of service.

1. **Review and Amendment**

This job description is normally subject to annual review. Subject to the provisions of the School Teachers’ Pay and Conditions Document, it may be amended at the request of the Governing Body or the Headteacher but only after full consultation between them. It will be signed if agreement is reached.

1. **Complaints**

If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

**Person Specification**

**Method of Assessment (MOA)**

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| --- | --- | --- | --- | --- |
| AF Application Form | C Certificate | I Interview | T Test or Exercise | P Presentation |

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| **Criteria** | **Essential (E) or Desirable (D)** | **MOA** |
| **Education/****Qualifications**NB: Full regard will be paid to overseas qualifications. | * Headship national professional qualification (NPQH) or equivalent – or the commitment to obtain it while in post **(E)**
* Qualified Teacher Status or equivalent **(D)**
 | AF/CAF/C |
| **Personal Qualities** | * Able to demonstrate consistently high standards of principled and professional conduct, as defined in Section 1 of the Headteacher Standards 2020. **(E)**
* Commitment to sustain the school’s ethos and a culture where all members experience a positive and enriching school life. **(E)**
* Collaborative in their approach to work with colleagues, governors, pupils and external partners **(E)**
* Valuing diversity and intercultural learning in respect of all members of the school community **(E)**
 | AF/IAF/IT/P |
| **Professional Development**  | * Up to date understanding of education and school’s systems locally and nationally. **(E)**
* Demonstrable participation in relevant continuous professional development **(E)**
 | IAF/C |
| **Experience** | * Successful experience of senior leadership and management in an education setting. **(E)**
* Experience of School Improvement Planning and implementation. **(E)**
* Experience of implementing Performance Management. **(D)**
* Experience of partnership working with parents and the wider community including external agencies. **(D)**
* Successful and varied teaching experience in appropriate phase(s), including working with children with social, emotional and mental health difficulties. (**D)**
 | AF/IAF/IAF/IAF/IAF/I |
| **Professional Skills**  | * The ability to lead the development and implementation of the school’s strategic direction, working in partnership with governors. **(E)**
* The capacity to create a culture for learning and set high expectations for achieving success for all, including children with additional and special educational needs and disabilities. **(E)**
* The leadership to ensure teaching at the school is of high quality. **(E)**
* Organisational acumen to ensure financial resources are effectively managed and staff are performing well. **(E)**
* The ability to lead on curriculum design, ensuring it is effective in providing broad opportunities for all students in line with national requirements. **(D)**
* An understanding of data that allows evidence-informed evaluations of progress towards continuous school improvement **(D)**
 | AF/PAF/PAF/PAF/IAF/IAF/I |

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∙ Those elements marked AF - will be assessed in your Application Form

∙ Those elements marked AF/I/P - will be assessed in your Application Form and during the selection process e.g. Interview, Presentation.

∙ Those elements marked I/P - will be evaluated during the selection process e.g. Interview, Presentation

NB: If shortlisted, any relevant issues arising from references will also be taken up at interview. References will be used to support the selection panel’s assessment.