

HEADTEACHER – JOB DESCRIPTION

PURPOSE OF THE POST

To provide professional vision and leadership for the school, which secures its success and drives further improvement, ensuring high quality education for all its pupils and excellent standards of learning and achievement.

The professional duties of the Headteacher are contained in the School Teachers' Pay and Conditions document, and the key areas of headship are contained in the DfE Headteachers' Standards 2020.

POLICY FRAMEWORK AND REQUIREMENTS

A Headteacher shall carry out their professional duties in accordance with, and subject to:

- The School Teachers' Pay and Conditions document.
- The provisions of the Education Acts and other relevant legislation.
- Any orders and regulations having effect thereunder.
- The instrument of government of the school of which they are Headteacher.
- Lincolnshire County Council policies.
- Targets as agreed with the local authority.

A Headteacher shall carry out such duties in accordance with and subject to the following:

- Any rules, regulations or policies laid down by the governing body under their powers.
- Any rules, regulations or policies laid down by the maintaining authority with respect to matters for which the governing body is not so responsible.
- Any rules, regulations or policies laid down by their employers, and the terms of their employment.

GENERAL FUNCTIONS

A Headteacher shall be responsible for the internal organisation, management and control of the school.

CONSULTATION

In carrying out their duties the Headteacher shall consult, where this is appropriate, with the maintaining authority, the governing body, the staff of the school, the parents/carers of its pupils, the pupils themselves and the local community.

PROFESSIONAL DUTIES

The professional duties of a Headteacher shall include:

- **School aims:**
Formulating the overall aims and objectives of the school and policies for their implementation
- **Strategic direction and development of the school:**

Leading by example, providing educational vision and direction to secure the strong and passionate commitment of staff, parent/carers and pupils

APPOINTMENT OF STAFF

- Leading the selection and appointment of the teaching and non-teaching staff of the school.

MANAGEMENT OF STAFF

- Deploying and managing all teaching and non-teaching staff of the school and allocating particular duties to them (including such duties of the Headteacher as may be properly delegated to a Deputy Headteacher, Assistant Headteacher or other member of staff) in a manner consistent with their conditions of employment, maintaining a reasonable balance for each teacher between work carried out in school and work carried out elsewhere.
- Considering in particular in relation to such allocation of duties, how far the duties of the Headteacher may be delegated to any Deputy Headteacher or Assistant Headteacher.
- Ensuring that the duty of providing cover for absent teachers is shared equitably among all teachers in the school (including the Headteacher), taking account of their teaching and other duties.
- Ensuring that teachers at the school receive information they need to carry out their professional duties effectively.
- Ensuring that staff are aware of current educational developments and are kept up to date through an ongoing programme of continuous professional development.
- Leading, motivating, supporting, challenging and developing staff at all levels in order to secure and sustain continuous improvement and staff wellbeing and to be committed to personal continuing professional development.
- Supporting middle and senior leadership of the school to build capacity, recognise existing talents and encourage delegation.
- Challenging underperformance at all levels and putting in place effective procedures to deal with underperforming staff.
- Providing information, references and testimonials about the work and performance of staff employed at the school, with due regard to the principles of equal opportunities, where such information is relevant to their future employment.

LIAISON WITH STAFF UNIONS AND ASSOCIATIONS

- Maintaining relationships with organisations representing teachers and other persons on the staff of the school.

CURRICULUM

- Determining, organising and implementing a broad and balanced curriculum for the school, having regard to the needs, experiences, interests, aptitudes and stage of development of the pupils and the resources available to the school.

Resilience Respect Diversity Compassion Innovation

- Ensuring that all pupils in attendance at the school take part in daily collective worship.
- Ensuring that improvements in the curriculum are a priority for all pupils including those with SEND, Gifted and Talented, EAL and Pupil Premium.

REVIEW

- Ensuring that all aspects of school performance are monitored and evaluated in a robust, cyclical manner and maintain a record of self-evaluation and areas for improvement, and of progress made in respect of these.

STANDARDS OF TEACHING AND LEARNING

- Supervising and participating in arrangements of the appraisal of the performance of teachers in the school.
- Participating in arrangements made for the appraisal of their performance as a Headteacher, and that of other staff who are the responsibility of the same appraising body in accordance with such regulations.
- Participating in the identification of areas in which they would benefit from further training and undergoing such training.
- Ensuring that all staff in the school have access to advice and training appropriate to their needs, in accordance with the policies of the maintaining authority and governing body.
- Ensuring that early career teachers and those returning to teaching after a break in service have access to adequate support in their first year of service or resumed service.
- Being responsible for the supervision and training of teachers during their induction periods in accordance with the Induction Regulations and making a recommendation at the end of such induction periods as to whether such teachers have met the prescribed induction standards as required by those regulations.
- Ensuring that teachers serving induction periods under the Induction Regulations do not teach more than 90% of the time a teacher at that school who does not receive a management allowance would be expected to teach.

MANAGEMENT INFORMATION

- Providing information about the work and performance of the staff employed at the school where this is relevant to their future employment.

PUPIL PROGRESS

- Ensuring that the progress and attainment of all pupils of the school is monitored and recorded.
- Ensuring continuing effective systems of planning, assessment, recording and reporting, using data and benchmarks to monitor attainment and progress in every child's learning.
- Using this data continuously to set targets and improve standards.

PASTORAL CARE

- Ensuring that the health and wellbeing of staff and children is encouraged through a supportive and nurturing environment.

INCLUSION AND SPECIAL NEEDS

- Promoting equality and inclusion in all aspects of school life.
- Ensuring that the requirements of the Code of Practice are met.

DISCIPLINE

- Ensuring that proper standards of behaviour are implemented.
- Making such measures are well known and understood within the school.
- Ensuring the maintenance of good order and discipline at all times during the school day when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities, whether on the school premises or elsewhere.

RELATIONS WITH PARENTS

- Making arrangements for parents/carers to be given regular information about the school curriculum, the progress of their children and other matters affecting the school, so as to promote common understanding of its aims.
- Creating and maintaining an effective partnership with parents/carers to support and improve pupils' achievement and personal development.
- Working with parents/carers to ensure children have access to extended services, extra-curricular opportunities, homework and other social and educational experiences, e.g. through the Parents and Friends Association.

RELATIONS WITH THE GOVERNING BODY

- Attending meetings of the governing body and making reports to them in connection with their responsibilities as Headteacher, and as the governing body may properly require, either on a regular basis or from time to time.
- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Establish and sustain professional working relationships with those responsible for governance. Ensure that staff know and understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

RELATIONS WITH THE AUTHORITY

- Providing for liaison and co-operation with the officers of the maintaining authority.

RELATIONS WITH OTHER EDUCATIONAL ESTABLISHMENTS

- Maintaining liaison with other schools and education establishments with which the school has a relationship.

RESOURCES

- Allocating, controlling and accounting for those financial and material resources of the school which are under the control of the Headteacher.
- Adhering to financial regulations.

PREMISES

- Making arrangements for the security, maintenance, development and effective supervision of the school buildings and their contents and of the school grounds, and ensuring (if so required) that any lack of maintenance is promptly reported to the maintaining authority or, if appropriate, the governing body.

ABSENCE

- Arranging for a Deputy Headteacher or other suitable person to assume responsibility for the functions of the Headteacher at any time when they are absent from the school.

SAFEGUARDING CHILDREN

- Safeguarding and promoting the welfare of children and young people.
- Ensuring that the school is compliant with all current legislation concerning child protection and safeguarding.
- Ensure that all staff are appropriately trained and understand their responsibilities with regard to child protection and safeguarding.
- Ensure safer recruitment procedures are followed when appointing staff.

HEALTH AND SAFETY

- Ensuring that the school is compliant with current legislation and that the health and safety of all children, staff, parents/carers and visitors is thereby protected.