**THAXTED PRIMARY SCHOOL**

**HEADTEACHER JOB DESCRIPTION**

The governors of Thaxted Primary School have based this job description, and the person specification, on the key areas of headship within the National Standards of Excellence for Headteachers, updated by the DfE in October 2020; on the school’s particular culture and values; and on the current position of the school with regard to its ongoing development.

Shortlisting will be against the Job Description, as set out below, and the Person Specification.

**JOB DESCRIPTION**

**Core Purpose**

The Headteacher will:

* be a motivated and passionate leader with an enthusiasm for and love of education;
* working with the governing board, provide strategic and visionary leadership for the school;
* lead, develop and support the direction, values and priorities of the school, working closely with staff and governors to ensure that all children are eager to learn, reach their full potential and become confident, motivated, happy and caring individuals who are ready to progress to the next stage of their education;
* take the lead in managing teaching and learning throughout the school, inspiring and motivating colleagues to be effective and reflective practitioners who provide outstanding teaching and learning through the sharing of best practice and innovation and continuing professional development;
* develop, implement and evaluate the school’s policies, practices and procedures, ensuring the school is compliant at all times with its statutory duties;
* ensure that rigorous and accurate self-evaluation informs both the implementation of the school improvement plan and the longer-term strategic vision of the school;
* build a partnership with parents and the wider community, actively involving them in the life and development of the school;
* have overall responsibility and accountability for safeguarding and promoting the welfare of pupils within the school, ensuring that the school provides a safe environment in which all pupils can learn.

*The job description should be read in conjunction with the contractual requirements and responsibilities of headteachers as set out in the School Teachers’ Pay and Conditions Document.*

**Principal Accountabilities:**

***Safeguarding***

The Headteacher will fulfil his/her personal responsibilities, and secure compliance by those working in school, for safeguarding as set out in the Children’s Act, Statutory Guidance and by the Local Children’s Safeguarding Board. These include:

* operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services
* operating clear whistleblowing procedures
* sharing information, with other professionals
* assigning a Designated Professional Lead for safeguarding / taking responsibility as the Designated Professional Lead for Safeguarding
* operating safe recruitment practices
* ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
* establishing, operating and monitoring clear policies for dealing with allegations against people who work with children.

**Fundamental areas of focus** (the four domains of the National Standards of Excellence for Headteachers):

***Qualities and knowledge***

The Headteacher will:

* communicate compellingly the school’s vision, values and priorities and drive the strategic leadership, empowering all pupils and staff to excel;
* hold and articulate clear values, vision and moral purpose, focusing on leading and developing a successful school to an outstanding school that provides a world-class education for the pupils it serves;
* demonstrate personal behaviour and attitudes that forge positive relationships with pupils and staff and with parents, governors and members of the local community;
* lead by example – with integrity, creativity, resilience and clarity – drawing on his/her own, and on others’, scholarship, expertise and skills;
* sustain wide, current knowledge and understanding of education systems locally, nationally and globally, and pursue continuous professional development;
* work with political and financial astuteness within a clear set of principles centred on the school’s vision, ably translating local and national policy into the school’s context to ensure that the school is well equipped to respond to and benefit from change.

***Leading and managing pupils and staff***

The Headteacher will:

* demand ambitious standards for all pupils, overcoming disadvantage and advancing a culture of equality, and instilling a strong sense of accountability in staff for the impact of their work on pupils’ outcomes;
* 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 and enjoyable curriculum opportunities for all pupils to achieve their potential;
* establish 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;
* create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other as members of a collaborative team;
* identify emerging talents and coach current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning;
* hold all staff to account for their professional conduct and practice, having a duty of care with regard to staff welfare;
* celebrate pupil achievements in all aspects of school life, promoting high expectations;
* provide a calm, safe and well-ordered learning environment for all pupils and staff, focused on safeguarding pupils and high-quality pastoral care where all pupils are expected to have high standards of behaviour and levels of attendance.

***Efficient systems, processes and resources***

TheHeadteacher will:

* 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;
* welcome strong governance and actively support the Governing Board to understand its role and deliver its functions effectively; particularly its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance;
* develop and maintain good systems of communication so that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement;
* work with the school’s Business Manager and the Governors to ensure that sound financial controls are in place and legal requirements met, regularly monitoring the budget and exercising astute and strategic curriculum-led financial management and planning of school resources in the best interests of pupils’ achievement and the school’s sustainability;
* establish and 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;
* distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making;
* manage and organise accommodation and resources so that health and safety needs are addressed fully and all legal requirements are met;
* develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers.
* lead and manage/be responsible for safeguarding and promoting the welfare of children, ensuring that all statutory and advisory duties regarding safeguarding are in place and monitored robustly.

***Leading school self-improvement***

The Headteacher will:

* work closely with the Chair of Governors and Governing Board to enable them to meet their responsibilities, securing a positive and effective working relationship focused on driving forward school improvement;
* create an outward-facing school, developing partnership work with other schools and organisations to champion best practice and secure excellent achievements for all pupils;
* develop effective relationships and collaborate effectively with fellow professionals and colleagues in other public services in order to improve academic and social outcomes for all pupils;
* model entrepreneurial and innovative approaches to school improvement, leadership and governance; challenging educational orthodoxies in the best interests of achieving excellence and harnessing the findings of well evidenced research to frame self-regulating and self-improving schools;
* shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff;
* inspire and influence others – within and beyond the school – to believe in the fundamental importance of education in young people’s lives and to promote the value of education.
* participate in arrangements for their own further training and professional development and appraisal and review of their own performance.