

“Celebrating what pupils do well is central to the work of Upshire Primary Foundation School.” Ofsted 2019

Job Description Headteacher

Main duties and responsibilities

Teaching and learning
Establish and sustain high-quality, expert teaching across all subjects, based on an evidence-informed understanding of effective teaching.
Ensure pupils are aware of the high expectations of behaviour.
Prioritise teaching based on high levels of subject expertise.
Establish a positive and enriching culture for pupils whilst encouraging positive and respectful relationships within the school community
Ensure formative assessments are utilised appropriately and effectively.
Ensure that the requirements of the school's curriculum are met.
Ensure ambitious standards for all pupils, overcoming disadvantage and advancing equality.
Have a strategic view of successfully developing and improving the school whilst maintaining its ethos.
Pupil and staff support
Ensure staff have access to high-quality development opportunities that reflect their professional background and aims to improve the whole school.
Maximise staff contributions with the aim of improving the quality of education provided and standards achieved through utilising an efficient delivery of the performance management process.
Hold all staff to account for their professional conduct and practice, addressing any under-performance and working alongside staff to improve.
Ensure reliable processes are in place when assessing pupils' knowledge and understanding of the curriculum.
Ensure the curriculum is both broad and structured, clearly setting out the knowledge, skills and values that will be taught.
Be responsible for promoting and safeguarding the welfare of pupils through ensuring that the school's safeguarding policy and procedures are adhered to.

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Working in partnership
Establish constructive relationships within and beyond the school by working alongside the community, including with parents.
Work successfully with other schools, creating and maintaining a climate of mutual support.
Creates a culture where pupils experience a positive and enriching school life.
Foster relationships with fellow professionals across other public services, with a view of improving the educational outcomes of all pupils.
Pupils with SEND and additional needs
Ensure the school fulfils duties in regard to the DfE’s ‘Special educational needs and disability code of practice: 0 to 25 years.
Sustain a culture which allows all pupils to access the curriculum and learn efficiently.
Ensure the school enables the development and learning of pupils with SEND and additional needs by working in partnership with parents and professionals to identify additional support they may require.
In addition
Advise the governing board on policies and ensure they are implemented.
Attend meetings of the governing board when requested.
Create an enriching and positive culture which impacts school life and ensure a positive and respectful attitude amongst pupils and staff within the school.
Enable a culture of high professionalism amongst staff.
Manage school finances and resources astutely to maximise their use and value.