

JOB DESCRIPTION

**Job Title - HEADTEACHER**

**ISR - L6-L12**

**Contract - Permanent, Full time**

**Responsible to – The Governing Body Responsible for - All Teaching and Support Staff**

The Headteacher will carry out her or his professional duties in accordance with, and subject to, the National Conditions and Standards of Employment for Headteachers and Education and Employment legislation.

The Headteacher is accountable to the Governors for the standards achieved and the conduct, management and administration of the school, subject to any policies which the Department for Children, Families and Services and the Governors may make.

The job description is subject to annual review.

**This governing body and the local authority are committed to safeguarding and promoting the welfare of children and young persons and Headteachers must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure Barring Service (DBS)**.

**Core Purpose of the Headteacher**

**The core purpose of the Headteacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school’s work.**

*To gain success a Headteacher will:*

* Take a strategic overview of our school, and work with the staff and governing body to further improve our school in line with the School Development Plan
* Ensure that improving learning is the basis for all decisions
* Raise further the standards of teaching, learning and achievement
* Effectively lead and manage teaching and learning, demonstrating, encouraging and expecting inspirational and outstanding teaching skills
* Promote a positive ethos of excellence, equality and high expectation for all pupils
* Ensure that the safeguarding and child protection policies are followed and that this is a priority at all times.
* Provide vision, strong leadership and direction
* Evaluate School performance, both educational and operational, and identify priorities for continuous improvement.
* Engage the School community in the systematic and rigorous self-evaluation of the work of the School, and work closely with the Governing Body to ensure that effective School self-evaluation informs School improvement priorities
* Deploy resources to achieve the School’s aims
* Ensure that the day-to-day management, organisation and administration is outstanding
* Secure the commitment and engagement of the wider community
* Create a safe and productive learning environment which is engaging and fulfilling for pupils and that makes the best use of 21st century technology, data and information
* Work effectively with the school's governing body, staff, parents, PFA, the local community and other schools to improve learning and raise standards of achievement
* Be responsible for actively encouraging a range of sporting and extra-curricular activities throughout the school, promoting and maintaining our Healthy School status and improving the life chances of children and young people
* Be a full and valued member of the Governing Body
* Respect and nurture our Christian ethos working closely with St Andrew’s Church and the Peterborough Diocese.
* Support the spiritual, moral, social and cultural development of the Children
* Develop and maintain the teaching of languages at Key Stage 1 and 2

**Leading Learning and Teaching**

**Responsibility for raising the quality of teaching and learning and for pupils’ achievements within a successful learning culture.**

*The Headteacher will:*

* Demonstrate personal enthusiasm for and commitment to the learning process
* Demonstrate the principles and practice of effective teaching and learning
* Ensure improvements in core subjects are a priority for all pupils
* Be an outstanding classroom practitioner teaching, as required to, throughout the school, demonstrating an excellent understanding of an outstanding lesson.
* Effectively teach children with special educational needs
* Ensure that vision for learning and the principles and practices of effective teaching and learning are shared, articulated, understood and demonstrated by staff, pupils and the Brigstock Latham’s School community as a whole
* Ensure pupils develop study skills in order to increase independence
* Access, analyse, interpret and respond to data and information to set challenging targets in order to improve standards and achievement in all aspects of learning
* Initiate and support research and debate about effective learning and teaching and develop relevant strategies for performance improvement
* Acknowledge excellence and challenge poor performance across the school
* Ensure the importance of the arts and high creativity continues in the school curriculum
* Create and maintain an environment that promotes and secures good behaviour and discipline

**Improving the Life Chances of Children and Young People**

**Working with the governing body to develop a staff who have the necessary skills and knowledge to promote equality, respect diversity, challenge stereotypes and promote the rights of children and young people. Also to recognise the role parents, carers and families play in helping children and young people succeed and thrive through being healthy; staying safe; enjoying and achieving; making a positive contribution and achieving economic well-being.**

*The Headteacher will:*

* Listen, question and respond to what is being communicated by children, young people and those caring for them
* Demonstrate knowledge of the physical, intellectual, linguistic, social and emotional growth and development of children and young people
* Recognise when a child or young person may not be achieving their developmental potential or their health may be impaired and be able to identify sources of help for them and their families
* Understand the impact on a young person of transitions they may be going through
* Work successfully on a multi-agency basis and to be clear about the role of the Headteacher and the roles of other professionals
* Ensure the duties and responsibilities required of the Special Educational Needs Co-ordination for the school are undertaken.
* Ensure parents/carers and pupils are well informed about their attainment and progress and the contribution they can made in supporting childrens’ learning.

**Developing Self and Working with Others**

**To develop effective relationships and communication which underpin a professional learning community that enables everyone in the school to achieve.**

*The Headteacher will:*

* Foster an open, fair, equitable culture and manage conflict
* Develop, empower and sustain individuals and teams
* Collaborate and network with others within and beyond the school, developing and maintaining strong links with the local school clusters
* Challenge, influence and motivate others to attain high goals
* Give and receive effective feedback and act to improve personal performance
* Accept support from others including colleagues, governors and the Local Authority

**Managing the Organisation**

**To provide effective organisation and management of the school and seek ways of improving organisational structures based on rigorous self-evaluation.**

**To ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. This includes adhering to safe employment procedures which place the safety of children and young people at the heart of all practices. The Headteacher, working with the Governing Body, will provide a safe environment for pupils, staff and members of the school community.**

**To build a successful organisation through effective collaboration with others.**

*The Headteacher will:*

* Establish and sustain appropriate structures and systems
* Manage the school efficiently and effectively on a day-to-day basis
* Delegate management tasks and monitor their implementation
* Prioritise, plan and organise themselves and others
* Make professional, managerial and organisational decisions based on informed judgements
* Think creatively to anticipate and solve problems
* Lead and manage all teaching and non-teaching staffing a positive, fair and consistent manner
* Carry out annual performance reviews in line with the Performance Cycle, ensuring individual and collective targets are in line with the School Development Plan
* Manage any conflict situation arising in a timely and effective manner
* Arrange for a suitable responsible person to assume responsibility for the discharge of the Headteacher’s duties at any time when absent from school
* Carry out any reasonable duties and roles are required by the Governing Body

**Securing Accountability**

**The Headteacher is legally and contractually accountable to the governing body for the school, its environment and all its work. The Headteacher also must fulfil the wider accountabilities in relation to pupils, parents, carers, the Local Authority and other relevant groups.**

*The Headteacher will:*

* Demonstrate political insight and anticipate trends
* Engage the school community in the systematic and rigorous self-evaluation of the work of the school and work closely with the Governing body to ensure that effective school self-evaluation informs school improvement priorities.
* Collect and use a rich set of data to understand the strengths and weaknesses of the school
* Combine the outcomes of regular school self-review with external evaluations in order to develop the school
* Carry out any other role as reasonably required by the Governing Body

**Strengthening Community**

**The Headteacher will engage with the internal and external school community to secure equity and entitlement. This includes collaborating with other schools and with parents and carers and other agencies for the well-being of all children and developing extended services to meet the needs of the community.**

*The Headteacher will:*

* Recognise and take account of the richness and diversity of the school’s communities
* Engage in a dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities
* Listen to, reflect and act on community feedback
* Build and maintain effective relationships with parents, carers, partners and the community, which enhance the education of all pupils.
* Continue to review and develop the range of extended services to meet the needs of pupils, their families and the wider community
* Respect the traditions of the school
* Communicate effectively with parents/carers and external agencies of children identified as SEND

**Shaping the Future**

**Working with the governing body and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community and to develop the ethos of the school linked to its core aims and values.**

*The Headteacher will:*

* Think strategically, build and communicate a coherent vision in a range of compelling ways
* Inspire, challenge, motivate and empower others to carry the vision forward
* Model the values and vision of the school

**Managing Resources**

**Working with the Governing Body, the Headteacher will identify priorities for budget allocation and spend in line with the School Development Plan.**

The Headteacher will:

* Provide prudent and economical administration
* Ensure efficient and effective use of available resources in line with Health and Safety regulations
* Ensure the school is always well placed to take advantage of local and national strategies, anticipating future trends and influences that may affect the school
* Participate in the selection of the highest calibre teaching and support staff
* Ensure the financial management of the school and set appropriate parameters for expenditure and appropriate allocation of funds
* Oversee the effective management of budget in conjunction with the Bursar and the Governing Body.

**This job description is subject to annual review as part of the performance management.**