



St Mary and St John CEVA Primary School

Headteacher Job Description

This job description is based on the Department for Education (DfE), the National Standards for Headteachers, and the Common Core of Skills and Knowledge for the Children's Workforce.

Purpose

To work with the Governing Body to provide vision, purpose and leadership of the school, ensuring educational success within the overall framework of relevant legislation, best practice and available resources.

Accountability

The headteacher is accountable to the Governing Body for the professional leadership, strategic direction and operational management of St Mary and St John CEVA Primary School. The headteacher is required to promote the Christian ethos and Church of England foundation of the school, monitor, evaluate and review the impact of school policies, priorities and targets, report to governors and take timely action as appropriate. The Governing Body is committed to safeguarding and promoting the welfare of children and staff and the headteacher must ensure that the highest priority is given to guidance and regulations which safeguard children.

Key Responsibilities and Accountabilities

STRATEGIC DIRECTION AND DEVELOPMENT

- Hold and articulate a clear vision focused on providing an outstanding, holistic education for the children of St Mary & St John.
- Communicate the shared, inspiring vision for the school with all stakeholders and translate that vision into annual objectives and strategic development plans that are evidence and research based and take into account best practice locally and nationally.
- Drive strategic leadership, making decisions that positively impact upon the educational success of the school.
- Work with the Senior Leadership Team to ensure efficient and effective leadership and management of all aspects of the school.
- Create a distinctively Christian, Church of England ethos that is lived out by the whole school community and secures effective teaching, successful learning and outcomes for children and sustains improvement in their spiritual, moral, cultural, mental and physical development.
- Ensure an aspirational culture and ethos of challenge, within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Ensure that pupil safety is at the centre of all the school's functions, in particular strategic planning, premises and resource management.
- Ensure that all legal requirements pertaining to the school are fulfilled.
- Drive pupil outcomes through the high-quality delivery of a knowledge-rich curriculum and a consistent approach to effective behaviour management.
- Lead curriculum development ensuring that children benefit from a rich, varied and enhanced curriculum, which builds and challenges throughout a child's journey at St Mary & St John.

LEADERSHIP OF TEACHING, LEARNING AND ASSESSMENT

- Ensure the quality of teaching and learning is at the centre of strategic planning.
- Support colleagues through a workload review programme
- Monitor, evaluate and review classroom practice, implementing strategies to ensure the highest standards of teaching and learning are achieved and maintained.
- Stay abreast of evidence-based research ensuring that this informs pedagogy, assessment and planning.
- Establish and implement an annual cycle of assessment, monitoring and evaluation that challenges under-performance at all levels but also runs alongside a programme of teacher development to ensure that all staff are supported to deliver high quality teaching.
- Implement a consistent and continuous approach to monitor children's progress, identifying individual and group achievement.
- Develop and implement a range of enrichment and extra-curricular activities.
- Create and maintain a stimulating environment, which encourages all pupils to fulfil their potential and maintain a lifelong enthusiasm for learning and personal development.

SCHOOL MANAGEMENT

- Work with the Governing Body to provide information, objective advice and support to enable Governors to meet their responsibilities.
- Develop and sustain an organisational structure which raises standards and ensures the school functions effectively.
- Manage the school on a day-to-day basis ensuring that all policies, including those relating to safeguarding, equal opportunities and health and safety are fully adhered to.
- Ensure school buildings and facilities meet the needs of the children and staff and are of the highest standard of cleanliness and repair and compliant with health and safety regulations and ensure that appropriate risk assessments are carried out.
- Develop and implement systems of pastoral care to support the personal development of all children and undertake responsibility for promoting and safeguarding the welfare of all children.
- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

STAFF MANAGEMENT AND DEVELOPMENT

- Working with the Governing Body and senior colleagues recruit, retain and deploy teaching and support staff.
- Advise the Governing Body on the performance, competence, and capacity of all staff
- Ensure that all staff understand how they contribute to pupil achievement, moral and spiritual development, safeguarding and wellbeing.
- Carry out the performance reviews of all relevant staff and deal effectively with staff under-performance in line with the school's policies.
- Motivate and support staff by identifying and addressing areas for development and building on their strengths.

FINANCIAL RESPONSIBILITIES

- Prioritise, agree and set appropriate priorities for expenditure with the School Business Manager, allocating funds effectively within the context of the annual budgetary cycle and school improvement priorities.
- With the School Business Manager deploy and manage the school's financial and human resources efficiently and effectively to achieve the school's goals and priorities, ensuring effective administration and value for money.

SAFEGUARDING COMMITMENT

- The Governing Body is committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to the up to date guidance and regulations to safeguard children and young people.
- Ensure that all safeguarding policies and practices fully meet the latest national guidelines and are updated and published as required.
- Ensure all staff are fully trained and aware of their responsibilities.
- Work with all relevant agencies to protect children.

CHURCH AND WIDER COMMUNITY INVOLVEMENT

- Act at all times as an ambassador for the school in a manner which upholds its values and ethos.
- Develop and maintain the school's Church of England foundation, its Christian ethos, culture and curriculum, taking into consideration our local and wider communities.
- Develop strong, positive relationships with the church at parish, benefice and diocesan level.
- Create and maintain effective partnerships with parents and carers to support and improve children's achievement and personal development.
- Seek opportunities to invite businesses, community figures, parents, carers and organisations into the school to enhance and enrich the wider curriculum.
- Maintain and develop the school's relationship with feeder nurseries and pre-schools and secondary schools to which our children progress.

The headteacher may be asked by the Governing Body to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post. This job description will be reviewed annually during the Headteacher's performance management cycle or earlier if necessary.

St Mary & St John CEVA Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.