

## Headteacher Job Description

### RESPONSIBLE TO: Chair of Governors

To carry out the professional duties of a Headteacher as outlined in the School Teachers Pay and Conditions Document (STCPD)

### CORE PURPOSE OF THE POST

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

### KEY REQUIREMENTS AND EXPECTATIONS OF THE ROLE

#### Shaping the Future of the School

- In partnership with governors establish and implement an ambitious vision and ethos for the future of the school
- Lead the school improvement and school self-evaluation planning process
- Manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- Lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken in to account

#### Leading Learning and Teaching

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Manage the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- Lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
- Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of students and staff in their own learning

#### Developing Self and Working with Others

- Support the development of collaborative approaches to learning within the school and beyond
- Lead the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for all aspects of leadership

- Lead and deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Lead the annual appraisal process for all staff

### **Managing the Organisation**

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Undertake all activities related to professional, personnel/HR issues

### **Strategic/ Operational Planning:**

- Leading and managing the creation and implementation of a strategic plan for securing school improvement, which identifies priorities and targets for ensuring that students achieve high standards and make progress
- Create a positive ethos and provide educational vision and direction, which secures effective teaching, successful learning, achievement by students and sustained improvement in their development
- Ensure that students have access to a broad, balanced and relevant curriculum, which contributes to their development and provides appropriate preparation for adult life
- Develop, implement and review the school's policies appropriate to the delegated areas of responsibility
- Ensure that effective systems are in place to meet the needs of the students and that they are coordinated, monitored, evaluated and reviewed.
- Lead by example, provide inspiration and motivation, vision and purpose in line with the aims of the school
- Ensure that all those involved in the school are committed to its aims and are accountable in meeting objectives and targets, which secure the educational success of the school
- Lead on the day-to-day management within school, including the effective deployment of staff and physical resources
- Analyse and interpret relevant data, research and inspection evidence

### **Curriculum Provision**

- Liaise with subject leaders to ensure the delivery of appropriate, comprehensive, high quality and cost-effective curriculum programmes which complement the School Improvement Plan and key priorities
- Ensure opportunities to promote students' spiritual, moral, social and cultural development

### **Curriculum Development**

- Create and maintain a climate to secure good teaching, effective learning, high standards of achievement, good behaviour and enable teachers and other staff to meet standards
- Determine, organise and implement the curriculum and its assessment as well as monitoring and evaluating them
- Monitor and evaluate the quality of teaching and standards achieved by all students, within delegated areas and meet challenging and realistic targets for improvement
- Create and promote strategies for developing inclusion practice

### **Staffing**

- Attract and retain high quality staff
- Lead professional development of staff

- Motivate and enable all staff to carry out their roles to the highest standard through high quality continuing professional development based on assessment of needs
- Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for QTS and Induction
- Promote teamwork and motivate staff to ensure constructive working relationships
- Ensure that professional duties and conditions of employment of teachers and support staff are fulfilled.

### **Leadership of learning, personal development, professional development**

- Be an inspirational leader with a proven record in teaching at secondary level
- Have vision, enthusiasm and creativity
- Demand ambitious standards for all children striving to overcome disadvantage, and advancing equality within our school and community
- Instill a strong sense of accountability in our staff for the impact of their work on the progress our children make and the individual achievements of all our children
- Secure excellent teaching through an analytical understanding of how children learn and of the core features of successful classroom practice
- Promote and encourage creativity and innovation in pedagogy within a curriculum that meets the needs of all our children.
- Establish an educational culture of ‘open classrooms’ as a basis for sharing best practice where our staff are motivated and encouraged to develop their own skills and subject knowledge and to support each other

### **Quality Assurance**

- Ensure effective and robust monitoring, evaluating and reviewing the effects of policies, priorities and targets of the school in practice, and take action as necessary
- Ensure effective and robust monitoring, evaluating and reviewing the effects of the school improvement plan to secure progress and school improvement
- Ensure the effective operation of quality assurance and control systems
- Ensuring that resourcing and staffing are dedicated to promoting the highest standards of achievement for all students
- Think creatively and imaginatively to anticipate and solve problems, identify opportunities and implement modification and improvement where required
- Promote the value of a safe, calm and well-ordered environment for all our children and staff, focused on safeguarding children and developing their exemplary behaviour in school and in the wider community
- Ensure that quality assurance systems and self-evaluation measures for managing the performance of all staff are well understood by colleagues and effectively used to improve, promote and value excellent practice.
- Work effectively to actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold staff to account for the achievements of our students
- Develop a thorough understanding of curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of our children’s achievements and the sustainability of our school
- Work to develop and promote distributed leadership throughout our school to create teams where colleagues have distinct roles and responsibilities and are able to hold each other to account for their decision making
- Ensure students with special educational needs have adequate provision to meet their individual targets and make maximum progress

- Maintain existing resources and explore opportunities to develop or incorporate new resources from sources inside and outside the school.