

## Headteacher

### Job Description

#### Position profile

Job title:	Headteacher
Responsible to:	Executive Headteacher
Responsible for:	Teaching and non-teaching staff
Remuneration:	L – <u>L18 – L24</u>

#### Purpose of the role

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

#### Responsibilities of the role

##### 1. Strategic leadership

Provide inspiring and purposeful leadership for the staff and pupils.

Work in partnership with the hub executive headteacher local governing body, staff and parents generating the ethos and values which will underpin the school, consistent with the mission, objectives and values of the trust.

Continue to implement a school development plan which will secure continuous school improvement, consistent with the trust strategic plan.

Monitor and evaluate the performance of the school as per trust policies and respond and report to the local governing body as required.

Ensure that management, finances, organisation and administration of the school supports the vision and priorities of the trust.

Ensure that school policies and practices take account of national, local, trust and school requirements.

Monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.

Ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school and the trust as a whole.

Play an active role in supporting other schools across the trust, including those that are sponsored and require intensive support.

## **2. Financial and business management**

Work with the executive headteacher and senior colleagues to recruit and retain staff of the highest quality.

Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.

Working closely with the central finance team, set appropriate priorities for expenditure, allocation of funds and effective administration and control, in line with trust strategic priorities and spending plans.

Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.

Work with colleagues to deploy and develop all staff effectively both in school and across the trust in order to maintain and improve the quality of education provided.

Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

## **3. Educational leadership and management**

Continue to maintain an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour, as determined by the scheme of delegation.

Determine, organise, implement and monitor the curriculum and its assessment ensuring that statutory requirements are met and the policies of the trust.

Ensure that pupils develop study skills in order to learn more effectively and with increasing independence.

Determine, organise and implement a policy for the personal, social and moral development of pupils consistent with that of the trust.

Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the school through appropriate methods.

Determine and implement trust policies which promote:

- a) positive strategies for developing good race relations and dealing with racial incidents.
- b) Equality of access.

Determine and implement positive strategies and programmes which ensure good pupil behaviour and discipline and give support and clear guidance on exclusions.

Develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning.

Continue to maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.

Promote extra-curricular activities in accordance with the educational aims of the school.

#### **4. People leadership and management**

Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.

Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.

Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.

Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of teachers, including those of headteacher.

Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification of areas in which the Headteacher would benefit from further training and undergoing such training.

Ensure that a deputy Headteacher or suitable person, assumes responsibility for the discharge of the headteacher's function at any time when absent from school.

Continue the development of good working relationships with trustees, directors, governors, staff, pupils, parents/carers and the community.

#### **5. Accountability**

Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school.

Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the trust, the local community, OFSTED and others to enable them to play their part effectively.

Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.

Provide information, objective advice and support to the local governing body, executive headteacher and board to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.

Carry out any such duties as may be reasonably required by the chief executive.