

HEADTEACHER JOB DESCRIPTION

Group 2 ISR: L13-19 NOR 197

RESPONSIBLE TO: The Governors of the School and the LA

The Governors are looking to appoint an inspiring, dynamic and visionary Headteacher with proven leadership experience to lead the school. The successful candidate will need to have experience of improving achievement and raising expectations. The Headteacher will be required to work closely with our enthusiastic children and motivated team of staff, parents, Governors, and the LA, to continue to lead our learning journey.

Main purpose:

To provide professional leadership for the school, which secures its success and improvement, ensuring high quality education to inspire and motivate the children and improve standards of learning and achievement.

To be responsible for the leadership, internal organisation, management and control of the school, consulting appropriately with stakeholders.

To work with and through others to secure the commitment of the wider community to the school.

To promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with.

To carry out the duties set out in Part IX of the School Teachers' Pay and Conditions Document.

1 SHAPING THE FUTURE

- 1.1 Ensure that the vision of this Church of England school is clearly articulated, shared, understood and acted upon effectively by all
- 1.2 Demonstrate the vision and values in everyday work and practice
- 1.3 Work with the Governors, in consultation with other interested parties, to formulate the aims and objectives of the school and to establish policies for their implementation
- 1.4 Motivate and work with all members of the school community to create a shared culture and positive climate
- 1.5 Ensure that all members of the school community are committed to its aims, motivated to achieve them and involved in meeting objectives and targets to secure success
- 1.6 Create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for sustaining school improvement
- 1.7 Ensure that strategic planning takes account of Christian values, diversity and the experience of the school and community at large.
- 1.8 Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence

2 LEADING TEACHING AND LEARNING

- 2.1 Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning
- 2.2 Ensure that learning is at the centre of strategic planning and resource management
- 2.3 Promote a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning

- 2.4 Monitor and evaluate the quality and effectiveness of teaching and standards of learning and achievement of all pupils to secure school improvement
- 2.5 Challenge underperformance at all levels and ensure effective corrective action and follow-up
- 2.6 Determine, organise and implement a policy for the care, personal development and well-being of pupils
- 2.7 Create and promote strategies for developing equal opportunities and inclusion for all members of the school community
- 2.8 Work with schools and colleges in other key stages to ensure satisfactory transfer and progression of pupils
- 2.9 Determine, organise and implement an appropriate curriculum relevant to the needs and abilities of all pupils, in accordance with current educational challenges and future trends

3 DEVELOPING SELF AND WORKING WITH OTHERS

- 3.1 Treat people fairly, equitably, with dignity and respect to create and maintain a positive school culture
- 3.2 Build a collaborative learning culture within the school and engage with other schools and the wider community to build effective learning communities
- 3.3 Plan, allocate, support and evaluate work undertaken by teams and individuals ensuring clear delegation and devolution of responsibilities
- 3.4 Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- 3.5 Support and motivate staff to enable them to carry out their respective roles and achieve high standards, and take appropriate action when performance is unsatisfactory
- 3.6 Implement and sustain effective systems and procedures for staff induction, continuing professional development and performance review
- 3.7 Report to the governing body on the professional development of all teachers at the school and advise on the adoption of effective procedures to deal with inadequate teaching
- 3.8 Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed
- 3.9 Review own practice regularly, set personal targets and take responsibility for own personal development by participating in arrangements made for the appraisal of headteacher performance
- 3.10 Manage own and others workload to allow an appropriate work/life balance

4 MANAGING THE ORGANISATION

- 4.1 Create and develop an organisational structure which reflects the school's values and enables the management systems, structures and processes to work effectively in line with legal requirements
- 4.2 Produce and implement clear, evidence based improvement plans and policies
- 4.3 Work with governors to recruit and retain staff of the highest quality
- 4.4 Manage the schools resources efficiently and effectively as follows:
 - Human Resources, including recruiting, retaining & deploying staff appropriately to achieve the school's goals and priorities

- Financial Resources, including effective administration & control in line with budget plan
- Accommodation & other resources, taking account of curriculum needs & health & safety

4.5 Ensure the range, quality and use of all resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provides value for money

5 SECURING ACCOUNTABILITY

5.1 Provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning, high standards of pupil achievement and good value for money

5.2 Develop a school ethos in which everyone works collaboratively, shares knowledge and understanding and accepts collective accountability for the success of the school

5.3 Ensure individual staff accountabilities are clearly defined, understood and agreed and are regularly reviewed and evaluated

5.4 Present the school's aims, performance and goals in a manner appropriate to a range of audiences including governors, pupils, parents, the Children's Trust, the Diocese, the local authority and OFSTED to enable them to play their part collaboratively and effectively

5.5 Ensure that parents and children are well-informed about the curriculum, attainment and progress, and about the contribution they can make to their children's learning

5.6 Ensure the school operates within agreed Children's Trust and Diocesan guidelines and that effective liaison exists between the school, the Children's Trust and the Diocese of Chichester.

5.7 Promote the school and develop effective relationships with the wider community, including the parish church

5.8 Be responsible for promoting and safeguarding the welfare of children and young people s/he is responsible for, or with whom s/he comes into contact

6. STRENGTHENING COMMUNITY

6.1 Be committed to engaging with the internal and external school community to secure equity and entitlement for pupils

6.2 Collaborate with other schools to share expertise and bring positive benefits to their own and other schools

6.3 Further develop collaborative working with other agencies to take account of current educational practice and reforms

6.4 Work collaboratively at both strategic and operational levels with parents, carers and across multiple agencies for the well being of children

6.5 Influence and sponsor the development of extended services in and around the school which meet the needs of their school community

6.6 Encourage parents to be active partners in the school and strengthen effective home-school relationships