

**Job Description:** Head Teacher

**Location:** Halsford Park Primary School

**Reporting to:** Executive Head Teacher, Academy Trust Board and Local Governing Body

**Grade:** ISR L12-18

**Required from:** September 2017

This job description reflects the current **National Standards of Excellence for Head Teachers**.

The appointment is subject to the current conditions of employment of Head Teachers, contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation. In carrying out his/her duties, the Head Teacher will consult, where appropriate, with the Local Authority, the governing body, the staff of the school, the pupils and the parents/carers of the pupils.

**The role of the Head Teacher is:**

- To be a lead professional and role model within the school and the community they serve
- To be accountable for the education of current and future generations of children
- To ensure that their leadership has a decisive impact on the quality of teaching and pupils' achievements
- To ensure high quality continuous professional development for all staff
- To secure a climate for the exemplary behaviour for learning of all pupils
- To set high academic standards and high expectations
- To recognise differences and respect cultural diversity within contemporary Britain

**Key areas of headship**

**1. Qualities and knowledge**

The Head Teacher will:

- Hold and articulate clear values and moral purpose, focused on providing an excellent education for the pupils they serve, in accordance with the Academy Vision and Core Values.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the wider communities including when dealing with challenges.
- Lead by example - with integrity, honesty, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of the school and its role in the local community.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- Communicate compellingly the school's vision and give strategic leadership, empowering all pupils and staff to excel.
- Be self-reflective about own practice, skills, knowledge and attitudes.
- Respect and maintain confidentiality where required.

**2. Pupils and staff**

Within the school's ethos, the Head Teacher will:

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Create and maintain an ethos based on the school's values within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.

### **3. Systems and process**

The relationship between the provision of effective governance and the daily organisation and management should reflect the school's aims. In order to provide an efficient, effective and safe learning environment, the Head Teacher will:

- Ensure that the school's systems, policies and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity within an appropriate context.
- Within the school's ethos, provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils within a framework of best practice, and developing their exemplary behaviour in school and in the wider society.
- Be the Designated Safeguarding Lead responsible for highly effective safeguarding across the school.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Head Teacher to account for pupil, staff and financial performance.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability and its character.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

### **4. The self-improving school system**

Working in a spirit of collaboration to secure principles of equity and entitlement, the Head Teacher will:

- Create an outward-facing school which works with other schools in the trust and beyond - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- Develop effective relationships with fellow professionals and colleagues in other public services, parents/carers and the local community to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.

- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Within the school's ethos, model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Head Teachers. Duties should be carried out with due regard to statutory orders and regulations, articles of government and policies of the Grenestede Academy Trust.

This job description is subject to annual review.

The Head Teacher works for the Grenestede Academy Trust based at Halsford Park, however, the Trust reserves the right, in exceptional circumstances to deploy staff to different locations depending on the needs of the overall Trust.

The Trustees are committed to safeguarding and promoting the welfare of children and young people. Head Teachers 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 and Barring Service.