

<p style="text-align: center;">JOHN RAY INFANT SCHOOL</p> <p style="text-align: center;">JOB DESCRIPTION FOR HEADTEACHER</p>
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GENERAL FUNCTIONS

To be responsible for the internal organisation, management and control of the school. In carrying out his/her duties, a Headteacher shall consult, where this is appropriate, with the Authority, the Governing Body, the staff of the school and the parents of its pupils.

PROFESSIONAL DUTIES

The professional duties of a Headteacher shall include:

School Aims

- Formulating the overall aims and objectives of the school and policies for their implementation.
- Appointment of staff.
- Participating in the selection and appointment of the teaching and non-teaching staff of the school.
- Management of staff.
- Deploying and managing all teaching and non-teaching staff of the school and allocating particular duties to them.
- Ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively.
- Enabling advanced skills teachers to fulfil their outreach duties.
- Reporting to the Chair of Governors annually on the professional development of all teachers at the school.
- Liaison with staff unions and associations.
- Maintaining relationships with organisations representing teachers and other persons on the staff of the school.
- Promote and safeguard the welfare of all children in school, by ensuring that the School's policies and procedures relating to safeguarding and child protection are fully implemented and followed by all staff;
 - that resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

Curriculum

- Determining, organising and implementing an appropriate curriculum for the school, having regard to the needs, experience, interests, aptitudes and stage of development of the pupils and the resources available to the school.

Review

- Keeping under review the work and organisation of the school.

Standards of teaching and learning

- Evaluating the standards of teaching and learning in the school and ensuring that proper standards of professional performance are established and maintained.

Performance management, training, development and induction of staff

- Supervising and participating in arrangements made in accordance with regulations for the appraisal of the performance of teachers in the school.
- Ensuring that all staff in the school has access to advice and training appropriate to their needs, in accordance with the policies of the maintaining Authority and Governing Body.

Threshold/advanced skills teacher assessment

- Contributing as required to the assessment of threshold and advanced skills teachers' standards.

Management information

- Providing information about the work and performance of the staff employed at the school where this is relevant to their future employment.

Pupil progress

- Ensuring that the progress of pupils of the school is monitored and recorded.

Pastoral care

- Determining and ensuring the implementation of a policy for the pastoral care of the pupils.

Discipline

- Ensuring the maintenance of good order and discipline at all times during the school day (including the midday break) when pupils are present on the school premises.

Relations with parents

- Making arrangements for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting the school, so as to promote common understanding of its aims.

Relations with other bodies

- Promoting effective relationships with persons and bodies outside the school.

Relations with the Governing Body

- Advising and assisting the governing body of the school in the exercise of their functions.

Relations with the Authority

- Providing for liaison and co-operation with the officers of the maintaining authority, making such reports to the authority in connection with the discharge of his/her functions as they may properly require, either on a regular basis or from time to time.

Relations with other educational establishments

- Maintaining liaison with other schools and further education establishments with which the school has a relationship.

Resources

- Allocating, controlling and accounting for those financial and material resources of the school which are under the control of the headteacher.

Premises

- Making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.

Absence

- Arranging for a deputy headteacher or other suitable person to assume responsibility for the discharge of his/her functions as headteacher at any time when he/she is absent from the school.

Teaching

- Participating, to such an extent as may be appropriate having regard to his/her other duties, in the teaching of pupils at the school, including the provision of cover for absent teachers.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.