



Head Teacher, Baynards Primary School, Tiptree

Job Description

The Head Teacher is accountable to the Governing Body for the effective organisation, management and control of the school and for maintaining its culture and values, in accordance with applicable legislation, the school's Instrument of Government and the policies and budgets agreed with the Governing Body. Along with the Governing Body, the Head Teacher will provide overall strategic leadership for the school.

The Head Teacher will provide professional and inspirational leadership, to continue to strengthen and develop the foundations already in place and to further improve and achieve the highest standards in all aspects of the school's work. As part of this work, the Head Teacher will be committed to safeguarding the welfare of all pupils in the school in a nurturing and inclusive environment where good behaviours and discipline are paramount and to support the school's vision to inspire pupils and staff to achieve the highest levels. Expectations will be high for all pupils and those with special educational needs will be supported at all times, both academically and socially.

Duties and responsibilities

The Head Teacher will work with the staff and Governing Body to set the overall vision and strategic plan which will inspire and motivate pupils, staff, parents and other members of the school community to achieve high levels of achievement. The Head Teacher will –

- Develop a clear vision and ethos for the school
- Work with the school community to translate the vision into agreed objectives and school development plans which will promote and sustain school improvement
- Constantly demonstrate the vision and values, encouraging creativity and innovation to achieve the highest standards
- Ensure that the vision and strategy recognises the social, emotional, intellectual and well-being aspects of life within the school whilst recognising the broader impacts of the school and the wider community in Tiptree

Academic

The Head Teacher will have a track record of excellent teaching experience and relating to children. The Head Teacher will ensure that –

- Learning is at the heart of everything in the school
- Demonstrate high expectations and set stretching targets, based on formative assessment, for the whole school
- Lead the ongoing development of a diverse well designed broad curriculum which will build on the structure already in place, ensuring that pupils have access to high quality books and resources

- The process of reporting to the Governing Body and parents or carers is robust and sustainable, monitoring academic progress and personal development of pupils and communicating with parents or carers as appropriate
- Initiate and support research and debate about effective learning and teaching and develop strategies for performance improvement
- Monitor, evaluate and review classroom practice and promote improvement strategies. Review new and emerging theories, practices and technologies to enhance and extend the learning experience of pupils

Managing the school

The Head Teacher is responsible for the effective day-to-day running of the school, and its resources, both people and financial. The Head Teacher will –

- Maintain a structure which reflects the school's values and enables the management systems, structures and processes to work effectively in accordance with prevailing legislation and County Council instructions
- Develop effective people management practices for all staff, ensuring implementation and that effective review and appraisal process are in place and followed
- Ensure that financial management is robust, regularly monitored and reported regularly
- Ensure that resources are effectively used to improve the quality of education across the school and that these resources provide value for money
- Recruit, retain and deploy staff as appropriate to achieve the schools vision and goals
- Maintain close contact with the Chair of the Governing Body through regular Leadership review meetings

Accountability

The Head Teacher is accountable for the efficient and effective running of the school to all its stakeholders, pupils, parents and carers, Governors, Local Authority and the local community. The Head Teacher will –

- Work with the Governing Body to enable the school to meet its responsibilities
- Develop and present to Governors and other involved parties, regular reviews of school performance, both academic and financial
- Ensure individual staff accountabilities are clearly defined, are understood and agreed and are subject to rigorous review and evaluation processes
- Be an excellent listener and communicator who will objectively and honestly take account of the views of others

Safeguarding

The Head Teacher will have overall responsibility and accountability for safeguarding and promoting the welfare of pupils within the school. The Head Teacher will –

- Fulfil personal responsibilities and secure compliance by those working in the school, for safeguarding as set out in the Children's Act, Statutory Guidance, by the County Council and by the Local Children's Safeguarding Board. These include –
 - Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services
 - Operating clear whistleblowing procedures, as defined in school policies
 - Sharing information with other professionals

- Assigning a designated professional lead for safeguarding
- Operating safe recruitment practices
- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Establish, operate and monitor clear policies for dealing with allegations against people who work with children

Professional development

The Head Teacher will –

- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction
- Promote the participation of staff in relevant continuing professional development
- Participate in arrangements for the appraisal and review of their own performance and also other teachers and members of staff

Community

The Head Teacher will collaborate with other schools in the area, under the auspices of the local consortium in order to share experience and expertise thus bringing positive benefits to all concerned.

The Head Teacher will –

- Build networks with other schools and work in partnership to contribute further to the development of Baynards Primary School and to benefit the delivery of education in the community
- Develop and maintain effective partnerships with parents and carers
- Ensure effective communications both internally and externally, highlighting the school's culture and links to the wider community
- Seek opportunities to invite parents and carers, members of the community, businesses and other parties into the school to enhance the reputation of the school and its wider value to the community

This job description is illustrative of the nature and levels of responsibility of the role of Head Teacher at Baynards Primary School. It is not a comprehensive list of all tasks that the Head Teacher will carry out and the post holder may be required to do other duties appropriate to the level of the role, as reasonably directed by the Governors.