

**Kingston Primary School**

**HEADTEACHER JOB DESCRIPTION**

**Core Purpose**

The headteacher will be responsible for the internal organisation, management and control of the school in accordance with applicable legislation, the policies of the governing body (including its annual budget) and the instrument and articles of governance of the school.

The headteacher, working with Robus Trust Board, Local governing body, senior leadership team and school staff, will provide overall strategic leadership for the school. The headteacher will:

* lead, develop and support the direction, vision, values and priorities of the school
* develop, implement and evaluate the schools policies, practices and procedures
* lead and manage teaching and learning throughout the school
* ensure accurate school self-evaluation to inform school improvement planning
* have overall responsibility and accountability for safeguarding and promoting the welfare of pupils within the school

*The job description should be read in conjunction with the contractual requirements and responsibilities of headteachers set out in the School Teachers’ Pay and Conditions Document.*

**Duties and Responsibilities**

**A. Strategic direction and development of the School**

To work with the Trust and local Governing Body, to develop a strategic view for the School in its community and analyse and plan for the future needs and further development of the School within the local, national and international context.

1. To formulate overall aims and objectives for the School and Policies for their implementation.
2. To create an ethos and provide educational vision and direction which secures effective teaching , learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental and physical development and prepare them for the opportunities, responsibilities and experiences of adult life.
3. Secure the commitment of parents and the wider community to the vision and direction of the school to create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers’ effectiveness and securing school improvement.
4. Ensure that the management, finance, organisation and administration of the school support its vision and aims.
5. 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.
6. Ensure that policies and practices take account of national, local and school data and inspection research findings.
7. Monitor, evaluate and review the effects of policies, priorities and targets of the school in practice and take action if necessary.



**B. Teaching and learning**

To work with the Trust board and Local governing body to secure and sustain effective teaching and learning throughout the school and to monitor and evaluate the quality of teaching and standards of pupils achievement, using benchmarks and setting targets for improvement.

1. Ensure that all pupils receive a high quality education through a programme designed to promote a stimulating style of learning in a safe and healthy school environment.
2. Ensure a consistent and continuous school wide focus on pupils’ achievement, using data and benchmarks to monitor progress in every child’s learning.
3. ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics
4. Ensure that learning is at the centre of strategic planning and resource management.
5. Establish creative, responsive and effective approaches to learning and teaching.
6. Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
7. To be able to implement strategies which secure high standards of behaviour and attendance.
8. To be able to determine, organise and implement a diverse, flexible curriculum and implement and effective assessment framework.
9. To be able to take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
10. Monitor and evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels and ensure effective corrective action and follow up is undertaken.

**C . Leading and managing staff**

To lead, motivate, support , challenge and develop staff to secure improvement.

1. To maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils.
2. To 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 their conditions of service, ensuring a reasonable balance for teacher and other members of staff, in work carried out in school and work carried out elsewhere.
3. To implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to pupils achievement.
4. To participate in arrangements for Headteacher Performance Management.
5. Ensure that trainees and newly qualified teachers are appropriately trained, monitored , supported and assessed in relation to the standards for Qualified Teacher Status, the Career Entry Profile and standards for induction.
6. To ensure that all members of staff feel included and valued, and support their development and well being.
7. To ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning



**D. Safeguarding**

To take responsibility as the designated professional lead for safeguarding and secure compliance by those working in school for safeguarding as set out in the Childrens Act Statutory Guidance and by the local Childrens Safeguarding Board these include.

1. Undertake the designated safeguarding lead duties , operate a culture of listening to children and taking account of their wishes and feelings both in individual decisions and the development of services.
2. Operating clear whistle blowing procedures
3. Sharing information with other professionals.
4. Operating safe recruitment practices.
5. Ensuring appropriate supervision of staff including undertaking induction safeguarding training and reviews of practice.
6. Establish and operate and monitor clear policies for dealing with allegations against people who work with children.

**E. Efficient and effective deployment of staff and resources**.

To deploy people and resources efficiently and effectively to meet specific objectives in line with the school’s strategic plan and financial context.

1. Work with Governors and senior colleagues to recruit staff of the highest quality available.
2. Work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided.
3. Advise the governing body and implement decisions in relation to staffing.
4. Advise the governing body on the adoption of effective procedures to deal with the competence and capacity of staff.
5. Advise governors on appropriate priorities for expenditure, allocate funds and to ensure effective administration and control.
6. Make arrangements, if so required for the security and effective supervision of the school buildings, contents and grounds, ensuring that any lack of maintenance is reported to the Site Manager.
7. Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils achievements, ensure efficiency and secure value for money.
8. Ensure staff are encouraged to attend training which increases their knowledge and understanding of cultural diversity and racism and how racism can be combated in a classroom setting.



**F. Accountability**

To be accountable for the efficiency and effectiveness of the school to the Trustees, Governors and others, including pupils, parents, staff, local employers and the community.

1. Provide timely information , objective advice and support to the governing body 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.
2. Report to the governing body on the discharge of the headteacher’s functions and the affairs of the school.
3. Create and develop an organisation in which all governors and staff recognise that they are accountable for the success of the school.
4. Present a coherent and accurate account of the school’s performance in a form appropriate to a range of audiences, including parents, governors, the local community, OFSTED and others, to enable them to play their part effectively.
5. Ensure that parents and pupils are well informed about the curriculum, attainment and progress and about the contribution that they can make to achieving the school’s targets for improvement.
6. Report to the governors annually on the performance management of teachers at the school in relation to the School Teachers Pay and Conditions Document
7. Provide information about the work and performance of staff where it is relevant to their future employment.

**G. Community.**

1. To be able to build a school culture and curriculum which takes account of the richness and diversity of the school’s communities
2. Create and promote positive strategies for challenging racial and other prejudices and dealing with harassment.
3. Work in partnership with other agencies in providing for academic, spiritual, moral, social, emotional and cultural well being of pupils and their families.
4. Seek opportunities to invite parents and carers, community figures, business or other organisations into the school to enhance and enrich the school and its value to the wider community.
5. Ensure that the school offers appropriate extended services.