



## **JOB DESCRIPTION – HEADTEACHER**

This job description is based on the National Standards for Headteachers (DfES 2004) and the Common Core of Skills and Knowledge for the Children's Workforce (DfES 2005).

The Headteacher will carry out his or her professional duties in accordance with, and subject to, the National Conditions of Employment for Headteachers and Education and Employment legislation.

The Headteacher is accountable to the Governors for the standards achieved and the conduct, management and administration of the school, subject to any policies which the Department for Education and Skills and the Governors may make.

The job description is subject to annual review.

**This governing body and the local authority are committed to safeguarding and promoting the welfare of children and young persons and headteachers 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 DBS check and subscribe to the update service.**

### **Core Purpose of the Headteacher**

The core purpose of the headteacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.

*To gain success a headteacher will:*

- effectively manage teaching and learning
- promote excellence, equality and high expectation for all pupils
- provide vision, leadership and direction
- evaluate school performance and identify priorities for continuous improvement
- deploy resources to achieve the school's aims
- carry out day-to-day management, organisation and administration
- secure the commitment of the wider community, and
- create a safe and productive learning environment which is engaging and fulfilling for all pupils
- work effectively with the school's Governing Body.

### **Improving the Life Chances of Children and Young People**

Working with the governing body to develop a staff who have the necessary skills and knowledge to promote equality, respect diversity and challenge stereotypes to promote the rights of children and young people. Also to recognise the role parents, carers and families play in helping children and young people succeed and thrive through being healthy; staying safe; enjoying and achieving; making a positive contribution and achieving economic well-being.

*The Headteacher will ensure that staff:*

- Listen, question and respond to what is being communicated by children and those caring for them
- Demonstrate knowledge of the physical, intellectual, linguistic, social and emotional growth and development of children



- Recognise when a child may not be achieving their developmental potential or their health may be impaired and be able to identify sources of help for them and their families
- Understand the impact on a child of transitions they may be going through
- Work successfully on a multi-agency basis and to be clear about the role of the headteacher and the roles of other professionals
- Adopt the right approach to information sharing by following the correct procedures and by ensuring that the child and parent or carer understands the process

### **Shaping the Future**

Working with the governing body and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community and to develop the Christian ethos of the school linked to its core aims and values,

*The Headteacher will:*

- Think strategically, build and communicate a coherent vision in a range of compelling ways taking into account the values, different cultures and ethnic groups in the school and community at large whilst appropriately maintaining the distinctive Church of England foundation of the school.
- Inspire, challenge, motivate and empower others to carry the vision forward
- Model the values and vision of the school in everyday work and practice

### **Leading Learning and Teaching**

Responsibility for raising the quality of teaching and learning and for pupils' achievements within a successful learning culture.

*The Headteacher will:*

- Demonstrate personal enthusiasm for and commitment to the learning process
- Demonstrate the principles and practice of effective teaching and learning
- Access, analyse and interpret information
- Initiate and support research and debate about effective learning and teaching and develop relevant strategies for performance improvement
- Acknowledge excellence and challenge poor performance across the school

### **Developing Self and Working with Others**

To develop effective relationships and communication which underpin a professional learning community that enables everyone in the school to achieve.

*The Headteacher will:*

- Foster an open, fair, equitable culture and manage conflict to maintain a positive school culture in accordance with the Christian beliefs and values underpinning the school
- Develop, empower and sustain individuals and teams
- Collaborate and network with others within and beyond the school, including the 7 Spires Partnership.
- Challenge, influence and motivate others to attain high goals
- Give and receive effective feedback and act to improve personal performance
- Accept support from others including colleagues, governors and the Local Authority



## **Managing the Organisation**

To provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation.

To ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. This includes adhering to safe employment procedures which place the safety of children and young people at the heart of all practices. The Headteacher, working with the Governing Body, will provide a safe environment for pupils, staff and members of the school community.

To build a successful organisation through effective collaboration with others.

*The Headteacher will:*

- Establish and sustain appropriate structures and systems which reflect the school's Christian beliefs and values.
- Manage the school efficiently and effectively on a day-to-day basis
- Delegate management tasks and monitor their implementation
- Prioritise, plan and organise themselves and others
- Make professional, managerial and organisations decisions based on informed judgements
- Think creatively to anticipate and solve problems
- Be accountable for the financial management of the school

## **Securing Accountability**

With Christian values at the heart of their leadership, Church school headteachers have a responsibility to the whole school community. The headteacher is legally and contractually accountable to the governing body for the school, its environment and all its work. The headteacher also must fulfil the wider accountabilities in relation to pupils, parents, carers, the Diocese, Local Authority and other relevant groups.

*The Headteacher will:*

- Fulfilling commitments arising from contractual accountability to the governing body
- Demonstrate political insight and anticipate trends
- Engage the school community in the systematic and rigorous self-evaluation of the work of the school and work closely with the Governing body to ensure that effective school self-evaluation informs school improvement priorities.
- Collect and use a rich set of data to understand the strengths and weaknesses of the school
- Combine the outcomes of regular school self-review with external evaluations in order to develop the school

## **Strengthening Community**

The headteacher will engage with the internal and external school community to secure equity and entitlement. This includes collaborating with other schools and with parents and carers and other agencies for the well-being of all children and developing extended services to meet the needs of the community.

*The Headteacher will:*



- *Maintain and improve the school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.*
- Engage in a dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities
- Listen to, reflect and act on community feedback
- Build and maintain effective relationships with parents, carers, partners and the community, that enhance the education of all pupils.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local Church and Diocesan communities.

### **Safeguarding Children & Safer Recruitment**

**This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The Headteacher plays the lead role in this within the school and the Headteacher post is subject to enhanced DBS disclosure.**

#### **The headteacher will:**

- The policies and procedures relating to safeguarding and safer recruitment are adopted by the governing body and are fully implemented and followed by all staff
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.