

CHALKWELL HALL JUNIOR SCHOOL

Headteacher Job Description

Role of the Headteacher:	To carry out the professional duties of a Headteacher, as set out in the current School Teachers' Pay and Conditions Document, School Staffing Regulations and under other statutory requirements, and to take overall responsibility for the management and conduct of the school in accordance with the responsibilities delegated to them.
Accountable to:	The Governing Body
Main purpose of the job:	<ol style="list-style-type: none">1) Provide aspirational leadership and vision to ensure excellent standards2) Manage the day to day running of a purposeful learning environment by ensuring a broad, balanced and inclusive curriculum3) Ensure good relationships and productive links with the co-located infant school, other schools and all stakeholders4) Promote and safeguard the welfare of children at the school

Responsibilities:

1) *Ethos and Vision*

- Provide clear vision, purpose and leadership in all areas so as to continue the school's journey to be Outstanding;
- Create and implement an evidence based strategic school development plan, underpinned by sound financial planning so as to make best use of available assets;
- Foster a culture of encouragement, support and challenge in order to enable every child to reach their full potential and the highest possible outcomes;
- Work collaboratively with Governors and staff to ensure that aims, values and policies are co-produced, regularly reviewed and updated in line with legislation and to reflect the educational values of Chalkwell Hall Junior School;
- Clearly and effectively communicate this vision to all stakeholders;
- Ensure that performance management objectives and operational plans deliver the vision;
- Lead creativity, innovation and the use of appropriate technologies to achieve excellence including promoting and encouraging the use of technology and/or innovation to enhance remote working capability.

2) *Leadership and Management*

- Work tirelessly and aspirationally so as to provide a first class offer and provision to all learners;
- Lead and motivate all staff to develop themselves to the highest professional standards;
- Embed a collaborative learning culture within the school and actively engage with other primary and secondary schools and agencies to build effective learning communities;
- Maintain and develop the school's existing community links;
- Ensure positive relationships are maintained throughout the school community;
- Lead and manage change effectively and be an advocate for 21st century learning and lifestyle;
- Strategically manage finances and uphold financial regulations;
- Manage school staff effectively and take decisions on employment matters in accordance with delegated powers, statutory provisions and school policies;
- Ensure job descriptions and performance management for all staff are based on clear roles and responsibilities, are reviewed at least annually and are consistent with current conditions of employment;
- Ensure all educational, employment, and other relevant policies are kept up to date and implemented appropriately within the school, working closely with teaching staff, the Senior Leadership Team and the full Governing Body;
- Apply principles of quality assurance in the school's systems including performance management self-review, self-evaluation, stakeholder and community involvement;
- Lead the school in the Ofsted inspection process, produce and manage action plans as required;

- Ensure there are sound procedures for the security, supervision and maintenance of the school environment and that all health and safety regulations are met;
- Manage your own personal professional development whilst ensuring the well-being of, and a good work/life balance for, all staff;
- Advise and report to the Senior Leadership Team and full Governing Body on current activities and developments within the school and local area and on potential future national developments in education and government policy as required, forming pro-active and effective working partnerships with them;
- Ensure that all responsibilities delegated to the Headteacher by the Governing Body are carried out, and in an appropriate manner;
- Ensure that the school premises are fit for purpose for current and future needs including site development;
- Develop high quality, affordable extended services as required;
- Ensure that the school complies with all statutory requirements relating to the provision of education and other relevant legislation, e.g. The Children's Act and equalities legislation;
- Be responsible for ensuring that the school's commitment to safeguarding and promoting the welfare of children, as required under the Education Act 2002, is put into action effectively and that all staff and volunteers share and act in accordance with this commitment;
- Plan and implement effective strategies to ensure the wellbeing of pupils and staff, the restoration of standards of learning and assistance to pupils to 'catch up' lost learning after the temporary arrangements in place for the Covid-19 pandemic cease;
- Undertake such other responsibilities as the Governing Body may reasonably require, which are consistent with the statutory and contractual duties of the Headteacher.

3) Teaching, Learning, Curriculum and Standards

- Lead in the design and implementation of an inclusive and fit for purpose curriculum which inspires and engages all learners;
- Demonstrate and model outstanding teaching and learning and establish responsive and effective approaches to teaching and learning that meets the needs of all learners;
- Ensure a consistent and continuous school-wide approach that maintains high standards of pupil assessment and achievement, using appropriate data and benchmarks effectively in order to set, monitor, track and evaluate pupil progress;
- Challenge and take action to address underperformance, as well as recognise and celebrate good practice;
- Provide nurturing and attentive pastoral care for all pupils;
- Ensure exemplary standards of behaviour and attendance;
- Lead, monitor, evaluate and review classroom practice and promote improvement strategies, so as to continue to develop and embed outstanding standards of teaching and learning at all times.

4) Communication and Consultation

- Build effective relationships with all stakeholders through excellent communication and interpersonal skills, taking and providing appropriate advice;
- Consistently use and develop information systems to ensure exemplary communication links with all stakeholders;
- Build on and nurture the school's partnership with the infant school;
- Ensure smooth transitions take place as children move from one phase to another;
- Develop and manage an understanding of the Southend/Essex secondary school selection procedures;
- Regularly and effectively communicate the progress of every child's learning to them, their families and the relevant stakeholders;
- Work with the Governing Body to provide clear and concise information on all relevant aspects of the school, its progress and intended development.

The duties outlined in this job description may be in addition to those covered by the current School Teachers' Pay and Conditions Document, School Staffing Regulations and under other statutory requirements. It may be modified by the Governing Body after discussion with the postholder, to reflect or anticipate changes in the job, commensurate with the salary and job title. This job description does not form part of the contract of employment of the postholder.