**Headteacher Miss Hilary Cave BA Hons QTS, LLE**

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| **Salary** | **L14-L20** |
| **Hours** | **Full time** |
| **Contract type** | **Permanent** |
| **Reports to** | **Chair of the Governing Body** |
| **Responsible for:** | **Senior Leadership Team** |

**Headteacher Job Description**

**Post details: Headteacher**

**Main purpose:**

**The headteacher will:**

* **Establish and sustain the school’s ethos and strategic direction together with the governing board and through consultation with the school community**
* **Establish and oversee systems, processes and policies so the school can operate effectively**
* **Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school’s context**
* **Make sure these school improvement strategies are effectively implemented**
* **Monitor progress towards achieving the school’s aims and objectives**
* **Allocate financial resources appropriately, efficiently and effectively**
* **Support the development of the wider curriculum**

**Please Note: This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The post-holder may be required to do other duties appropriate to the level of the role.**

**QUALITIES**

**The headteacher will:**

* **Uphold public trust in school leadership and maintain high standards of ethics, behaviour and**
* **professional conduct**
* **Build positive and respectful relationships across the school community**
* **Serve in the best interests of the school’s pupils**
* **Maintain community links**
* **Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty**
* **of care**

**MANAGING THE SCHOOL**

**The headteacher will:**

* **Manage staff well with due attention to workload**
* **Ensure rigorous approaches to identifying, managing and mitigating risk**
* **Ensure the inclusion of all stakeholders at appropriate opportunities**

**TEACHING, CURRICULUM AND ASSESSMENT**

**The headteacher will:**

* **Establish and sustain high-quality teaching across all subjects and phases, based on evidence**
* **Ensure teaching is underpinned by subject expertise**
* **Effectively use formative assessment to inform strategy and decisions**
* **Ensure the teaching of a broad, structured and coherent curriculum**
* **Establish curriculum leadership, including subject leaders with relevant expertise and access to**
* **professional networks and communities**
* **Use valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of**
* **the curriculum**
* **Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read**

**GOVERNANCE, ACCOUNTABILITY AND WORKING IN PARTNERSHIP**

**The headteacher will:**

* **Understand and welcome the role of effective governance, including accepting responsibility**
* **Ensure that staff understand their professional responsibilities and are held to account**
* **Ensure the school effectively and efficiently operates within the required regulatory frameworks and**
* **meets all statutory duties**
* **Work successfully with other schools and organisations**
* **Maintain working relationships with fellow professionals and colleagues to improve educational**
* **outcomes for all pupils**

**ADDITIONAL AND SPECIAL EDUCATIONAL NEEDS (SEN) AND DISABILITIES**

**The headteacher will:**

* **Promote a culture of inclusion and practices that enables all pupils to access the curriculum and experience success**
* **Have ambitious expectations for all pupils with SEN and disabilities**
* **Make sure the school works effectively with parents, carers and professionals to identify additional**
* **needs and provide support and adaptation where appropriate**
* **Make sure the school fulfils statutory duties regarding the SEND Code of Practice.**
* **Ensure accountability from staff in terms of inclusion and QFT**

**SCHOOL CULTURE AND BEHAVIOUR**

**The headteacher will:**

* **Create a culture where pupils experience a positive and enriching school life**
* **Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of**
* **education and life**
* **Ensure a culture of staff professionalism**
* **Encourage high standards of behaviour from pupils, built on expectations and routines that are understood by**
* **staff and pupils and clearly demonstrated by all adults in school**
* **Use consistent and fair approaches to managing behaviour, in line with the school’s positive behaviour policy**
* **Uphold the school values and embedded philosophy**

**OTHER AREAS OF RESPONSIBILITY**

**The headteacher will:**

* **Ensure the effective and efficient operation of the before and after school club**
* **Safeguard and promote the welfare of the children**

**PROFESSIONAL DEVELOPMENT**

**The headteacher will:**

* **Ensure staff have access to appropriate, high standard professional development opportunities**
* **Keep up to date with developments in education both local and national**
* **Seek training and continuing professional development to meet needs**
* **Identify and seek training to support the professional development of staff**