

Aldborough Primary School, Norfolk



Job description for post of Headteacher

Job title: Headteacher
Post: Full time/permanent
Post commences: September 2017

GR number: 2
Grade: 10-14
Salary: £48,710 - £53,712

The post will be responsible to the Governors of the school
The post will be responsible for teaching and support staff of the school

The post will be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document

www.gov.uk/government/publications/school-teachers-pay-and-conditions-2015

Purpose of job

- To provide vision and inspiration for the school
- To provide leadership, organisation and management of the school
- To work with the governing body and staff to develop and implement the school's strategic plan
- To work with the governing body to manage the school within the available resources
- To ensure continual improvement and high quality, creative and fulfilling education across all age groups and abilities in order to maximise educational, social and emotional development for all
- To develop standards of teaching, learning and achievement both in accordance with statutory requirements and in keeping with the special ethos of this school
- To work collaboratively with cluster heads and to enable collaboration at all levels within the cluster/co-operative trust

Ethos

To maintain and develop the current special ethos of the school by

- delivering a broad, holistic and creative education
- strongly encouraging independent learning
- ensuring that pupils and staff achieve their full potential
- valuing and supporting inspirational and individual teaching
- maintaining excellent behaviour
- respecting equality and diversity in all aspects of school life

Leadership, management and accountability

- To lead and manage teaching and support staff
- To monitor and review the work and organisation of the school to ensure effective implementation of policy and practice
- To enable all children to maximise achievement and minimise all forms of educational disadvantage
- To manage and monitor finance and resources effectively and efficiently in line with the strategic direction of the school
- To promote the development of teamwork, professional development and collective responsibility within the staff
- To liaise as necessary and appropriate with other recognised organisations or agencies in order to meet the needs of the school or those of any child, employee, parent/carer.
- To work collaboratively and strategically with the heads of the other schools within the co-operative trust to facilitate
 - collaborative working for teaching staff at all levels
 - appropriate and effective sharing of resources
 - future strategic development

Teaching, learning and curriculum

- To be accountable for the teaching and learning within the school
- To encourage the development of confident, independent and active learners across the school
- To monitor standards of teaching in the classroom and to appraise the quality of teaching throughout the school
- To ensure that all children receive a good quality education tailored to their individual needs and abilities
- To ensure that all aspects of school performance including pupil assessment are tracked, monitored and evaluated in a robust and rigorous manner and that this information is used to improve outcomes
- To deliver the requirements of EYFS and the National Curriculum and to encourage creative teaching that does not place undue reliance on published schemes
- To work with staff and parents/carers to ensure that children have access to extra-curricular opportunities and other educational and social experiences

Strategic direction and development

To work collaboratively with the governing body in shaping the strategic direction of the school. This will include:

- devising a holistic school development plan that will maximise existing and potential resources
- ensuring effective support and challenge for all children and staff so that there is continuous improvement and weaknesses can be addressed
- teaching and learning in the school including pupil progress and achievement
- managing and developing resources
- monitoring safeguarding, bullying, exclusions, attendance, health and safety and racial incidents
- ensuring that all policies and procedures meet statutory requirements and are monitored and reviewed regularly
- managing change in response to any developments in the educational and political landscape
- liaising with, consulting and providing all necessary information to the local authority and DfE as required
- and such other matters as the Governing Body needs to be informed about in order to be effective

Safeguarding, equal opportunities and diversity

- To be responsible for promoting and safeguarding the welfare of the children through ensuring that the school's safeguarding policy and procedures are adhered to
- To be DSL (Designated Safeguarding Lead)
- To maintain an environment in which equal opportunities for all and the value of diversity are understood, visible and part of the everyday life of the school
- To encourage personal and social responsibility
- To identify and monitor the progress of vulnerable individuals or groups and to implement such interventions as may be effective to support them including the use of Pupil Premium and SEND funding

Parents, carers and the wider community

- To create and maintain an effective partnership with parents/carers to support and improve children's achievement and personal development
- To ensure that the school engages and communicates with the parents/carers in order to provide them with necessary information and to encourage their involvement in the life of the school
- To encourage and support the school's engagement with the wider community in order to promote a positive image of the school and to identify potential opportunities

The contents of this job description may be amended at any time following discussions between the Governing Body and the Headteacher, and will be reviewed annually.