**Job Description for Headteacher, Junior School**

**Job Details**

**Job Title:** Headteacher, Honeywell Junior School

**Salary: Inner London L18-L24 (£68,315-£77,158)**

**Contract Type:** Full time, permanent

**Reporting To:** Chair of Governors

**Main Purpose**

The Headteacher will:-

* Provide strategic leadership with a view to developing and improving an already outstanding School which places the rights of the child at its core
* Lead by example and model best practice regarding professional conduct, workload and personal development
* Work collaboratively to formulate the aims and objectives of the School and steer the School to achieve them through:
  + the creation and delivery of an effective strategic plan (the School Improvement Plan – SIP)
  + establishing policies for achieving these aims and objectives and implementing the SIP
  + management of staff and resources to best deliver them
  + monitoring and reporting on progress towards the achievement of the School’s aims and objectives
* Create an environment of continuous improvement and learning
* Ensure that safeguarding is integral to all aspects of School life

To provide the vision and leadership f

# Main duties and responsibilities

Please note that 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 will be required to do other duties appropriate to the level of the role.

Qualities, knowledge and curriculum

* Meet the statutory requirements of the National Curriculum
* Promote and communicate the School’s vision, ethos and values, focusing on providing excellent education for all pupils
* Be a member of and work with the Governing Body and its sub-committees as appropriate, providing the information it needs to govern effectively
* Build open and constructive relationships with all members of the school community
* Work with financial astuteness, including monitoring and evaluating the curriculum for quality and value for money
* Create an outward-facing school which works with other schools and organisations and the wider community to champion best practice, secure excellent achievements for all pupils and enrich the opportunities for the School and its staff and pupils

Pupils and staff

* Seek training and continuing professional development to meet own needs and those of the School
* Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
* Ensure excellent teaching in the School, including thorough training and development for staff, robust data analysis and the design of rich and cross curriculum opportunities
* Establish a culture of openness and collegiality amongst staff as a basis for sharing best practice
* Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
* Hold all staff to account for their professional conduct and practice, addressing any underperformance, supporting staff to improve, and valuing excellent practice through effective delivery of performance management systems

Resources, systems and processes

* Ensure that the school’s systems, organisation, facilities, buildings and processes are well considered, efficient and fit for purpose, meeting health and safety and other legislative requirements
* Provide a safe, calm and well-ordered environment for all pupils and staff, focussing on safeguarding pupils and developing exemplary behaviour and well-being for all
* Seek to secure adequate resources for the School and support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
* Manage resources within agreed budget, ensuring best value for money
* Support distribution of leadership and management throughout the school, encouraging aspiring leaders in a climate where excellence is the standard, leading to clear succession planning