



Job Description

Job Title

Headteacher

Main Purpose of Job

The Headteacher will have overall responsibility for the organisation, management and conduct of the school, providing leadership and strategic direction to ensure the achievement of the highest possible standards of education.

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document, which should be read in conjunction with this document. This job description is based on the National Standards for Headteachers.

Shape the future

- Lead by example and provide inspiration and motivation to the school community; generate vision, ethos and policies for the school which promote high levels of achievement, meet equality objectives and ensure a caring, stimulating and secure environment
- Ensure that Albemarle has a clear strategic vision for school improvement, expressed in its School Improvement Plan that is understood, shared and acted upon effectively by all
- Work in partnership with staff and governors to ensure that the Plan is regularly monitored, evaluated, reviewed and underpinned by sound financial planning
- Ensure that strategic planning takes account of the diversity, values and aspirations of the families who use the school and the local community
- Ensure that all aspects of the work and organisation of the school are monitored and evaluated to meet all statutory requirements

Lead Learning and Teaching

- Promote a culture that ensures a continuous focus on raising pupils' achievement, using comparative data and local and national benchmarks to evaluate and improve the school's performance
- Ensure that there is effective planning and assessment for every child's learning, and careful monitoring and tracking of the progress and achievement of pupil groups and individual pupils
- Systematically evaluate and enhance the quality of teaching across the school, and work with all classroom staff to ensure the highest standards of professional performance
- Lead, develop and monitor through regular review a creative, flexible, broad and balanced curriculum that challenges and stimulates pupils' enjoyment and enthusiasm for learning, is relevant to the needs and aspirations of pupils and meets all statutory requirements
- Promote and encourage creativity, innovation and the use of new technologies in order to enhance teaching and learning
- Develop and maintain a broad range of extra-curricular activities across the school, including sports, arts and Extended School Services
- Maintain effective systems for communicating with parents, pupils and governors to ensure that individual targets and progress are achieved
- Maintain and develop links with parents, other schools, educational establishments and the wider community in order to enhance teaching and learning and pupil's personal development

Develop self and work with others

- Lead by example, creating a shared commitment to high expectations, collaborative team work, distributed leadership and professional reflection
- Support, challenge and appraise the work of all staff through the implementation of effective strategies and procedures for induction, professional development and performance review
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture, and to allow an appropriate work/life balance

Manage the organisation

- In partnership with the Governing Body, set appropriate priorities for expenditure within a balanced budget, and ensure effective and efficient financial and administrative control in order to achieve the school's educational priorities and goals, and provide value for money
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities
- Recruit, retain and deploy staff appropriately, and manage their workloads in order to achieve the school's educational priorities and goals
- Maintain effective systems for safeguarding all pupils, working with external agencies as required
- Manage and organise the school environment efficiently to ensure that it supports the achievement and well-being of all children and adults, and meets all health and safety regulations
- Use a range of technologies effectively and efficiently to lead and manage the school

Secure accountability

- Promote a culture of effective self-evaluation among teams and individuals so that all staff recognise that they are accountable for the success of the school
- Provide data analysis, information and advice to the Governing Body, which will enable it to meet its responsibilities for securing effective teaching and learning, together with improved standards of achievement and value for money, and for ensuring that the school meets its statutory responsibilities
- Ensure the provision of a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, governors, the LA, the local community and OFSTED

Strengthen community

- Ensure that parents and pupils are well informed about the curriculum, attainment and progress, and develop strategies to encourage their involvement in the drive for school improvement and high achievement for all
- Maintain and promote positive strategies for challenging racial and other prejudice and dealing with harassment
- Collaborate with other agencies to ensure the academic, spiritual, moral, social and cultural well-being of pupils and their families
- Develop and maintain effective partnerships with other primary and secondary schools including the Extended Schools Cluster, the Local Authority, other agencies and the wider community to further pupil welfare and achievement
- Develop and sustain partnerships to ensure the provision of a wide range of lifelong learning opportunities, delivered at Albemarle Community Education, which positively contribute to the diverse cultural, social and economic lives of pupils, parents, and the local community.
- Maintain the high profile of the school in the community