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**Headteacher Job Description**

The Headteacher will have overall responsibility for the organisation, management and conduct of the school. The Headteacher will deliver vision, leadership and strategic direction to secure the overall effectiveness of the school and shape the culture and ethos of the school for pupils, parents, staff and the local community.

This includes:

* leading by example and providing inspiration and motivation to the whole school community, promoting high levels of progress and attainment within an inclusive, caring and safe environment;
* working in partnership with the whole staff and governors to maintain the school’s ethos which values all members of the school community as individuals and seeks for them to ‘Believe and Achieve’;
* ensuring that strategic planning takes account of the diversity, values and aspirations of the families who use the school, and the wider local community;
* maintaining a high standard of behaviour, supported by policies and practices that promote self-esteem, self-discipline, independence and responsible attitudes.
* The professional duties of the Headteacher are contained in the School Teacher’s Pay and Conditions Document, and the key areas of Headship are contained in the DfE National Standards for Headteachers.

**Learning and Teaching**

The Headteacher will ensure that learning is at the heart of the school at all times and take responsibility for raising the quality of teaching and learning across the whole school. This includes:

* inspiring and motivating every teacher to deliver a high standard of quality first teaching for every pupil every time;
* promoting a culture of continuous improvement for every child;
* leading, developing and monitoring the curriculum to ensure a creative, flexible and balanced approach for every child that stimulates enjoyment and enthusiasm for learning;
* promoting and encouraging creativity and innovation in the use of new technologies to enhance teaching and learning;
* developing and maintaining a broad range of extra-curricular activities across the school;
* maintaining and further developing effective systems for communicating with pupils, parents, staff and governors to ensure that individual targets and progress are achieved;
* ensuring that all pupils receive equal access to high-quality education designed to challenge and stimulate, delivered in a disciplined, safe and healthy environment;
* ensuring that pupils, including those from disadvantaged backgrounds and those with SEND, and their families are aware of the high expectations held for them and are supported to achieve.

**Develop Self and Others**

The Headteacher will lead, motivate, support, challenge and develop the whole school staff to ensure that everyone in the school can achieve their highest. In order to do so, the Headteacher will:

* lead by example and create a shared commitment and responsibility for the school through collaborative teamwork, distributed leadership and professional reflection;
* build a collaborative culture which positively embraces change and progression, ensuring high expectations for all;
* treat people fairly and equitably, with dignity and respect, to maintain a positive school culture and to allow an appropriate work/life balance.

**Manage the Organisation**

The Headteacher will ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity. In particular, the Headteacher will:

* welcome strong governance and actively support the Governing Board to understand its role and deliver its functions effectively;
* set appropriate priorities for expenditure within a balanced budget and ensure effective and efficient financial and administrative controls, in partnership with the Governing Board;
* produce and implement clear evidence-based improvement plans and policies to improve the school environment and its facilities and ensure high levels of achievement for all pupils;
* recruit, retain and deploy staff appropriately and manage their workloads in order to achieve the school’s goals;
* maintain effective systems for safeguarding all pupils, working with external agencies as required;
* establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.

**Accountability**

The Headteacher will be accountable for the efficiency and effectiveness of the school to the Governing Board and others, including pupils, parents, staff, the Local Authority and the wider local community. The Headteacher will:

* promote a culture of accurate self-evaluation among the whole school staff so that they feel accountable for the success of the school;
* provide accurate, timely and appropriate accounts of the school’s performance to range of audiences including the Governing Board, parents, the Local Authority, the wider local community, Ofsted and others to enable them to play their part effectively;
* ensure all legal requirements for health and safety, maintenance and financial management are fulfilled, including risk assessment procedures;
* provide financial management of the school, thinking strategically and creatively about current and future spending and proactively managing budgetary challenges and risks.

**Strengthen the Community**

The Headteacher will engage positively with the internal and external school community, ensuring that parents and pupils are well informed about the vision and plan for the school to encourage their involvement in driving forward high achievement for all. In particular, the Headteacher will:

* maintain and promote positive strategies which value the diversity of the school community and ensure the provision of equal opportunity and treatment of all members of the school community regardless of race, disability, religion, gender or sexual orientation;
* collaborate with outside agencies to ensure high academic achievement and the spiritual, moral, social and cultural wellbeing of pupils and their families;
* develop and maintain effective partnerships with other primary and secondary schools, the Local Authority and other agencies to further pupil welfare and achievement.

**Safeguarding and Promoting the Welfare of Children**

The Headteacher will:

* be fully aware of and understand the duties and responsibilities arising from the Keeping Children Safe in Education and Working Together in relation to child protection and safeguarding children and young people;
* ensure that the Governing Board is made aware and kept fully informed of any concerns which he/she may have in relation to safeguarding and/or child protection;
* provide a calm, safe and well-ordered learning environment where all pupils can achieve well, where staff and pupils are focused on safeguarding, and where pupils are expected to have high standards of attendance;
* ensure that all statutory and advisory duties regarding safeguarding are in place and robustly monitored.

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| **Developing and sustaining the Christian ethos**  |
| The Headteacher will;* ensure the values of the school and the vision and mission statements are embedded throughout school life;
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| * preserve and develop the religious character of the school in accordance with the principles of the Church of England by providing leadership within a Christian context;
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| * ensure the provision of religious education in accordance with the policy of the Governing Body and have regard to the Church of England character and foundation of the school;
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| * promote a suitable system of guidance, support and pastoral care for pupils and staff, including liaison with parents/carers, the Church and outside agencies;
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| * develop and maintain positive relationships and links with the clergy, local parish and with external agencies, the Southwark Diocesan Board of Education and Local Authority;
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| * use age appropriate daily worship and the school environment to enhance and develop the Christian nature of the school;
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| * demonstrate an understanding of other faiths and acknowledgement of diversity.
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