**Hotham Primary School**

**Job Description - Headteacher**

The Headteacher is responsible for the overall leadership and management of the school. The duties outlined in this document are in addition to those set out within the School Teachers’ Pay and Conditions Document, the National Standards for Headteachers and the performance criteria, objectives and targets agreed with or set by the school’s Governing Body.

**Job Purpose**

To provide professional and inspirational leadership for Hotham Primary School, promoting a secure foundation to achieve the highest standards in all areas of the school’s work to enrich the school community and environment.

To develop the school’s current ethos, provide vision and strategic direction for the school in the development, implementation and evaluation of our strategic plan. With the involvement of the staff and governors, the postholder will ensure the school is well managed and decisions are underpinned by sound financial planning.

To be committed to the safeguarding and welfare of all pupils and to promoting high standards of behaviour and discipline, enabling them to participate, learn, enjoy, and achieve.

To embrace and fulfil the shared vision and passion for the school, setting clear standards and expectations for all member so the school community. To build on the school’s strengths and drive it forward to new and exciting successes.

**Shaping the Future**

* Lead by example, challenge and provide inspiration, motivation, vision and purpose for all pupils, staff, governors, and parents.
* Ensure that the school is managed effectively in all aspects so that it contributes to the full development of each child’s potential.
* Create, implement, and maintain a strategic plan, underpinned by sound financial planning, which drives school improvement.
* Ensure the school has in place appropriate procedures to meet all statutory requirements.
* Ensure the school vision is clearly articulated, shared, understood and acted upon by all.

**Leading Learning and Teaching**

* Enable a consistent and continuous focus on pupils’ achievement using data and benchmarks to monitor progress in every child’s learning.
* Promote creative, responsive, and effective approaches to learning and teaching.
* Ensure that learning is at the heart of everything that is done.
* Challenge under-performance at all levels, ensuring effective corrective action and follow-up through coaching and mentoring.
* Encourage a culture and ethos of challenge and support, where all pupils can achieve their best and become engaged in their own learning in a supportive and inclusive environment.
* Demonstrate high expectations and set stretching targets for the whole school.
* Secure high standards of behaviour and attendance.
* Further develop an inspiring curriculum with an effective assessment framework.
* Employ new and emerging technologies to enhance and extend the learning experience of pupils.
* Monitor, evaluate and review classroom practice, promoting continuous improvement strategies.

**Safeguarding and Promoting the Welfare of Children**

* Ensure a safe and supportive school culture.
* Ensure safeguarding policies and procedures are implemented rigorously and reviewed at regular intervals.
* Develop and introduce policies and practices that remove opportunities for abuse.
* Co-operate and work with relevant agencies to protect children.

**Developing Self and Working with Others**

* Build on the collaborative learning culture within the school.
* Lead by example and create a shared commitment and responsibility for the school through team work, distributed leadership, and professional reflection.
* Continually improve and maintain effective strategies and procedures for staff induction, professional development, and performance review so that staff reach their full potential.
* Challenge underperformance at all levels and in all areas of the school and ensure effective corrective action and follow-up.
* Treat people fairly, equitably and with dignity and respect, to create and maintain a positive school culture and inspire others to maintain a healthy work/life balance.

**Managing the Organisation**

* Create a structure which reflects the school’s values and enables the management systems, structures, and processes to work both effectively and legally.
* Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities, taking account of national and local circumstances.
* Manage the school’s financial and human resources effectively and efficiently.
* Recruit, retain and deploy staff appropriately to achieve the school’s vision and goals.
* Develop the successful performance management processes with all staff.
* Manage the school environment efficiently and effectively, ensuring it meets the needs of the curriculum and health & safety regulations.
* Ensure that resources are used to improve the quality of education for the pupils and provide value for money.
* Use and integrate a range of technologies efficiently and effectively to manage the school.
* Ensure that there is due regard for the safeguarding of children.

**Strengthening Community**

* Build on the school culture, which takes account of the richness and diversity of the school community.
* Promote positive strategies for dealing with difficult behaviour, including harassment.
* Ensure learning experiences are linked and integrated with the wider community.
* Collaborate with other agencies in providing for the academic, moral, social, emotional, spiritual, and cultural well-being of pupils and their families.
* Maintain effective partnerships with parents and carers to support and improve pupils’ achievement and personal development.
* Seek opportunities to invite parents and carers, community figures and businesses into the school to enhance and enrich the school and its value to the wider community.
* Contribute to the development of the education system by, for example, working in partnership with other schools.
* Raise the profile of the school in the community and ensure the successes of the school and its pupils are promoted to build on and enhance the standing of the school amongst prospective parents.

**Securing Accountability**

* Fulfil commitments arising from contractual accountability to the Local Authority.
* Work with the Governing Body to enable it to meet its responsibilities.
* Develop the school ethos, which encourages a sense of loyalty, mutual accountability, and respect.
* Ensure individual staff accountabilities are clearly defined, understood, and agreed and are subject to review and evaluation.
* Present a coherent, understandable, and accurate account of the school’s performance to a range of audiences.
* Be an excellent communicator and listener, honestly reflecting on the views of others.

**Signatures – line manager and post holder**

Signature of Chair of Governors: Date:

Signature of Headteacher: Date: