



## **Newport Primary School**

### **HEADTEACHER JOB DESCRIPTION**

**Position:** Headteacher

**Responsible to:** The Governing Body

**Salary:** L15 - 21

#### **Core Role:**

The Headteacher will be responsible and accountable for the continuing successful development of this multi-cultural primary school of 330 (278 mainstream & 52 pupils in Nursery) pupils. Through inspirational leadership and management, the Headteacher will embed a shared inclusive vision and strategic plan that will inspire and motivate our school community in order to achieve greater success.

This job description is in line with the expectations set out in the National Standards of Excellence for Headteachers (2015)

- Qualities and Knowledge
- Pupils and staff
- Systems and Process
- The self-improving school system

#### **Qualities and Knowledge**

You will;

1. Hold and articulate clear values and moral purpose, focused upon providing a high quality education for all.
2. Demonstrate optimistic, personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity – drawing upon your own expertise and skills, and that of those around you.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally, globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into school's context.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

#### **Pupils and Staff**

You will;

1. 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 pupils' outcomes.
2. Secure excellent teaching through analytical understanding of how pupils learn and of the core features of effective classroom practice and curriculum design, leading to rich curriculum opportunities and pupil well-being.
3. Encourage an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

## **Systems and Process**

You will;

1. 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.
2. Provide a safe, calm and well ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
3. 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.
4. Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable employment of budgets and resources, in the best interests of pupils' achievements and school's sustainability.
6. Distribute leadership across the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for decision making.

## **The self- improving school system**

You will;

1. Aim to work with other schools and organisations, including the Trust, to champion best practice and secure excellence for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for our pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of research.
4. Shape the current and future quality of teaching, through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others – within and beyond our school – to believe the fundamental importance of education in young peoples' lives and to promote the value of education.

## **Promoting equality and diversity**

You will;

Accept that everyone has the right to his or her distinct identity. To treat everyone with dignity and respect and ensure that everyone's contributions are valued. To promote and participate in the Trust and Local Authority's work to eliminate discrimination; advance equality of opportunity; and foster good relations between diverse communities.