

**Hartlepool Borough Council**

**Job Description**

**Headteacher**

**Ward Jackson C.E.V.A Primary School**

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THE GOVERNING BODY AND DIOCESE ARE COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE.

THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES, INCLUDING AN ENHANCED CHECK VIA THE DISCLOSURE BARRING SERVICE

**Position:** Headteacher

**Reporting to:** The Governing Body

**Main Purpose:** To provide professional leadership to the school which secures itssuccess and improvement, ensuring high quality education for all its pupils and good standards of learning and achievement.

**Main tasks of the Headteacher of Ward Jackson C.E.V.A Primary School:**

**Strategic Direction and Development of the School**

* In conjunction with the Governing Body to foster an ethos favourable towards learning, personal development, high achievement and good behaviour.
* To offer equality of opportunity to all pupils and staff.
* To commit to putting faith and spiritual development at the heart of the curriculum and promote a Christian ethos experience for the pupils within the whole school community, including the promotion of collective worship.
* To continue to develop the role of the school within the community.
* Using the appropriate tools, to monitor and evaluate standards of both teaching and of children's progress and use this information to improve the impact on teaching and learning.
* In conjunction with the Governing Body, to prepare and monitor the school’s budget and expenditure, advising on priorities for action to ensure the effective use of all resources.
* In consultation with the Governing body to draft, implement and monitor short and long term strategies, plans, policies for the development of the school, including a School Improvement Plan.
* To develop and implement a School Improvement Plan which clearly identifies and promotes the school's priorities.

**Teaching and Learning**

* To promote high standards in individual achievement of all pupils and in the life and work of the school, and to ensure the development of a stimulating learning environment.
* To provide a broad, balanced and relevant curriculum, including National Curriculum and religious education in consultation, where appropriate, with Pupils, Parents, Diocese, Parish Church Representatives, Governors and LA.
* To ensure the promotion of inclusion within the school.
* To develop systems for informing parents/carers about their children's progress.

* To consult with and involve parents/carers in the life and work of the school.

**Leading and Managing Staff**

* To ensure that there are systems for sharing and demonstrating good practice.

* To provide strong caring leadership and promote a team spirit within the staff, making effective use of their skills and abilities.
* To encourage professional development through appraisal and performance management systems.
* To work collaboratively, with and in partnership with, the Governing Body, the Diocese, the LA and others to further raise standards of achievement in the school.

**Accountability**

* To take overall responsibility for the day-to-day running of the school ensuring clear lines of communication with the Staff, Children, Parents, Carers, Governors, LA, Diocese and the Community, fostering a sense of partnership.
* To promote and safeguard the welfare of the children and young people.
* To promote and safeguard the welfare of staff, including having regard to work life balance.
* To keep up to date with the requirements of the Ofsted Framework, for school inspections, the SIAMS inspection requirements and ensure that the staff and governors are prepared for each inspection.
* In consultation with the Governing Body to take responsibility for the management and control of the school.
* To ensure that all legal obligations associated with the running of the school, including health and safety matters are addressed.
* To carry out the duties defined by the Conditions of Service Regulations and any subsequent amendments, and any other duties consistent with the nature of this post which may be required from time to time by the Governing Body.



