**Job Description**

**Head Teacher**

**Highcliffe Primary School**

The Head Teacher shall carry out the professional duties as described in the School Teacher’s Pay and Conditions document. In particular:

**Main Tasks**

1. **Shaping the future (Strategic Leadership)**

* To work with children, staff, parents and governors to determine the vision and strategic direction for Highcliffe Primary School.
* To effectively communicate the shared vision so that it is clearly stated, shared and positively acted upon by all involved in the school community.
* To inspire the school community to be motivated and enthusiastic about their commitment to ensure continuous Improvement.
* To be a role model for others by leading by example.
* To support the school’s vision and aims by ensuring that the management, finances, organisation and administration are part of that vision and serve it effectively.

1. **Leading Learning and Teaching**

* As a leader share a clear sense of direction, sense of values and purpose by adopting a high profile, committed leadership approach.
* To encourage and establish creative, responsive and effective approaches to learning and teaching in all areas of the curriculum.
* To create a culture of challenge and support high expectations and an environment where pupils can excel.
* To challenge and eradicate underperformance.
* To agree a challenging and creative curriculum policy with the Governing Body that meets the strengths of the school and statutory requirements.
* To improve levels of challenge through the appropriate use of pupil performance data and progress meetings.
* To guide and inform parents of their children’s attainments and achievements across the curriculum.
* To lead learning and teaching by example, always striving for excellence.
* To challenge and evaluate the design of the new curriculum to create an appropriate curriculum for Highcliffe Primary School.
* To monitor and evaluate the SEND provision and focus on improving learning.

1. **Developing Self and Working with Others**

* To build on the ethos of the school and its established learning culture.
* To make the school a rounded learning establishment by ensuring a high standard of professional development for all members of staff.
* To treat everyone in the school fairly and equitably by developing a culture of personal responsibility and recognition of excellence and hard work in an inclusive school.
* To ensure effective safeguarding procedures are firmly established and delivered in collaboration with the school community.
* To continue working in partnership with the member schools of the Guisborough Extended Schools (GEL) and East Cleveland Co-operative Learning Trust (ECCLT).

1. **Managing the School**

* To work with the Governing Body to share a vision for the school and implement the policies and procedures necessary to achieve it.
* To ensure that the school’s structure supports the delivery of excellence in learning and teaching.
* To monitor, evaluate, challenge and celebrate the performance of Highcliffe Primary School and its achievements.
* To work closely with the Governing Body to monitor and evaluate the performance of the school, always striving for excellence.
* To implement an appropriate performance management framework for all staff.
* To maintain the environment of the school to a high standard so that the school community continues to have a sense of pride in their surroundings.
* To ensure the effective development and management of all other resources (financial or other) to enhance the quality of learning at the school.

1. **Securing Accountability**

* To work with the Governing Body to provide information, advice and support to enable it to meet all its responsibilities.
* To ensure that all the staff have a clear defined and agreed set of responsibilities and accountabilities.
* To establish a time frame and mechanism to ensure appropriate reporting is provided for statutory and community requirements.

1. **Strengthening Community through Collaboratio**n

* To work in partnership with the Governing Body.
* To create and maintain an effective and open partnership with parents to support and improve pupils’ achievement and personal development.
* To build and strengthen the positive image of the school in the wider community.
* To collaborate with other organisations to ensure the intellectual, spiritual, social, moral and physical wellbeing of pupils.
* To work with Redcar and Cleveland Borough Council Children’s Services and its officers in the monitoring and evaluation of the school’s progress.