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| **Overall** | To meet the requirements of a Head Teacher as set out in the School Teachers' Pay and Conditions Document 2013 and Local Authority policies. |
| **Responsible to** | School Governing Body and Learning and Children (Gateshead Council). |
| **Strategy** | * In consultation with staff and governors to create and maintain the ethos, values and aims of the school. * To have very high expectations and lead by example. * To maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment. * To keep under review, the work and organisation of the school and/monitor and evaluate the effectiveness of the curriculum in the light of pupil needs, national and local priorities. * In consultation with Staff and Governors to draw up and implement a School Improvement Plan. * To ensure implementation of key statutory policies, including equal opportunities, anti-racism and special needs and to promote an understanding of multi-culturalism. * Provide clear strategic direction for the school, which achieves the highest quality educational provision and high standards. * Ensure that the school benefits from a rigorous self- evaluation framework which substantially contributes to raising standards. * Provide guidance and support to pupils from different backgrounds on educational health, social, spiritual, moral and cultural matters, and on their future education, differentiated according to their needs, interest and interests and culture. * To take the lead and advise the Governing Body in the recruitment and appointment of staff and to take the initial decision in the dismissal of staff. * Ensure that current educational initiatives are incorporated effectively within the whole school drive for improvement. * Attendance at and participation in meetings relating to the curricular, administrative, organisational, pastoral and managerial arrangements for the School. |
| **Finance and Resources** | * To plan, manage and monitor the use of finances and resources effectively to achieve the aims of the school. |
| **Curriculum and Learning** | * To lead the educational development of the school and ensure that each pupil's educational programme meets their individual needs. * To monitor and evaluate the standards of teaching and learning and pupil progress across the school. * To work with the Deputy Head Teacher and SLT to coach staff to develop their teaching skills based on areas of development identified in observations. * To provide for the emotional, social and personal development of pupils to complement academic development. |
| **Staffing** | * To manage and motivate all staff to ensure the educational programme is delivered effectively. * To provide opportunities for continuing professional development for all staff. * To lead and support the Leadership Team individually and collectively. * To ensure the operation of an effective Performance Management system for all staff. * To manage the performance of the Deputy Head Teacher and SLT members |
| **Liaison** | * To work closely with the Governing Body to ensure the school operates effectively and efficiently, leading to high standards across the school. * To develop positive relationships with parents, the LA and the local community. * Arrange for parents to be given regular information about the curriculum, progress of their children and other matters affecting the school. * To work effectively with other professionals to ensure the best possible skills and resources are available for all pupils in order to maximise their potential. * Provide reports to the Governing Body and Group Director, Learning and Children, on the exercise of your responsibilities. * Provide opportunities for developing inclusive practice for both pupils and staff with other schools in partnership. |
| **Premises** | * To create a welcoming, safe and stimulating environment in which children, staff and visitors feel comfortable and which is conducive to learning. |
| **Personal Development** | * To engage actively in Performance Management and Continuing Professional Development to ensure professional skills are kept up to date and developed. |
| **Other** | * The Job Description is current at the date shown, but in consultation, may be changed by the governors to reflect or anticipate changes in the job commensurate with the grade and job title. * The Head Teacher will be expected to comply with any reasonable request from the Governors to undertake work of a similar level that is not specified within this job description. |