

**Hartlepool Borough Council**

**Job Description**

**Headteacher**

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

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THE GOVERNING BODY AND THE 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 of the school which secures itssuccess and improvement, ensuring high quality education and the best standards of learning and achievement for all its pupils

**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 drive an ethos favourable towards good learning behaviour, personal development and high achievement
* Hold faith and spiritual development at the heart of the curriculum and promote a positive Christian ethos for the pupils within the whole school community, including the delivery of collective worship
* In consultation with the Governing Body draft, implement and monitor short and long term strategies, plans and policies for the development of the school

* Develop and implement a School Improvement Plan which clearly identifies and promotes the school's priorities
* Using the appropriate tools, monitor and evaluate standards of teaching and children's progress and use this information to further improve 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 including staffing.
* Promote equality of opportunity to all pupils and staff
* Promote the school’s role within the community

**Teaching and Learning**

* Champion a stimulating learning environment to promote high standards of individual achievement for all pupils in the life and work of the school
* Provide a broad, balanced and relevant curriculum, in line with the National Curriculum in consultation, where appropriate, with pupils, parents, the Diocese, Governors and the Local Authority
* Ensure that the school is fully inclusive
* Implement systems to consult with and inform parents/carers about their children's progress, involving them in the life and work of the school

**Leading and Managing Staff**

* Work collaboratively with the Governing Body, the Diocese, the Local Authority and others to further raise standards of achievement in the school
* Ensure that systems are in place for sharing and demonstrating best practice

* Provide strong caring leadership and promote a team spirit within the staff, making effective use of their skills and abilities
* Encourage professional development through appraisal and performance management

**Accountability**

* Assume overall responsibility for the day-to-day running of the school to ensure clear lines of communication with the staff, children, parents, carers, governors, Local Authority, the Diocese and community, fostering a sense of partnership
* Ensure that procedures are in place to keep children and young people safe
* Promote and safeguard the welfare of staff, including having regard to work life balance.
* Together with the Governing Body be up to date with the requirements of the Ofsted Framework for school inspections and SIAMS’ standards, ensuring that the school is prepared for inspection
* Together with the Governing Body, be responsible for the leadership and management of the school
* Ensure that all legal obligations associated with the running of the school, including health and safety matters, are addressed
* Carry out the duties defined by the Conditions of Service Regulations and any subsequent amendments as well as any other duties consistent with the nature of this post which may be required from time to time by the Governing Body



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