

# Hawthorn Primary School



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## Job Description

**Post Title:** Headteacher  
**Grade:** L18 – 24a (£58677 - £67963)  
**Responsible to:** Governors of the school  
**Responsible for:** Management of school and all staff

### Job Purpose:

- lead the school in line with a shared strategic vision;
- effectively manage and organise the school, its staff and resources;
- establish and deliver an appropriate curriculum for the school to ensure an effective teaching and learning experience for all learners;
- work in partnership with the governing body, learners, parents, Newcastle LA, and the wider community

Date Effective: 1<sup>st</sup> January 2018 or as soon as possible

## Main responsibilities:

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

## Statutory

1. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.
2. To meet the National Standards for Headteachers as published by the DfE 2015
3. To seek to achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Condition Document.
4. To promote and safeguard the welfare of all children within the School, by ensuring that the School's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

## **Specific**

The School's Governing Body wish a particular emphasis to be placed upon the following:

### **Shaping the Future**

- To formulate a vision of school improvement and to lead the staff and Governing Body in reviewing and evaluating the effectiveness of the School Development Plan.
- To report to the School's Governing Body on progress made against School Development Plan objectives, making recommendations as to future priorities.
- Demonstrate the vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive climate.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and community at large.

### **Leading Teaching and Learning**

- To lead in the provision of excellent teaching and learning to raise standards across the school so that all pupils achieve to the very best of their ability.
- Establish teaching practices that will integrate the Foundation Stage, KS1 and KS2 into an effective Primary educational offering.
- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and appropriate benchmarks to monitor progress in every child's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive and effective approaches to learning and teaching that are sustainable and appropriate to the evolving needs of the socioeconomic dynamics of the community
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set challenging targets for the whole school community.
- Implement strategies that continue to secure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.

### **Developing Self and Working with Other**

- To develop, inspire and motivate all school staff in order to raise standards across the school.

- Treat people fairly, equitably and with dignity and respect to maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review own practice, set personal targets, and take responsibility for own personal development in conjunction with the L.A. and Governing body.
- Manage own workload and that of others to allow an appropriate work/life balance.

### **Managing the Organisation**

- Create a structure that reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements and by adopting the appropriate LA policies.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school.
- Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
- Manage the school's financial and human resources in order to ensure effectiveness and efficiency in achieving the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.
- Implement successful performance management processes with all staff.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
- Be responsible for promoting and safeguarding the welfare of children.
- Use and integrate a range of technologies effectively and efficiently to manage the school.

### **Securing Accountability**

- Fulfil commitments arising from contractual accountability to the governing body.
- Develop a school ethos, which enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation in keeping with performance management review timelines as issued by the LA.
- Use a range of evidence, including national data and own schools performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance.
- Work closely with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.
- Develop suitable quality assurance systems, including school review, self-evaluation and performance management and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.

### **Strengthening Community**

- Develop communications with the wider community to build upon all stakeholders' confidence and understanding of the school.
- Build a school culture and curriculum that takes account of the richness of the school's communities.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- Provide a range of community-based learning experiences.
- Collaborate with other agencies in protecting children and providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create a wholly inclusive environment whereby all children can be welcomed and supported appropriately.
- Create and maintain effective partnerships with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the West End Schools Trust, working in partnership with the other schools to share effective practice and innovative initiatives.
- Co-operate and work with relevant agencies.