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|  | **Hetton School** |  |
| **Respect. Learn. Achieve.** |
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## Job Description

1. **Post Title: Headteacher Hetton School**
2. **Relevant to this Post:**

**Disclosure & Barring Service:** Subject to DBS Enhanced disclosure

1. **Organisational Relationships:**

The post holder will be accountable to the Governing Board and Local Authority for the leadership, internal organisation, management and control of the school.

1. **Description of Role:**

The Headteacher is to provide professional leadership and management for the school that will promote a secure foundation from which to achieve high standards in all areas of the school’s work.

1. **Duties and Responsibilities Specific to this Post:**

As Headteacher you will be required to undertake such duties as may reasonably be determined by the Governing Board and to carry out the following duties in consultation with the Governing Board, the LA, staff of the school and parents as appropriate:

Qualities and Knowledge

* Effectively lead the school on a day-to-day basis, provide strong leadership and promote the notion of team spirit.
* Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
* Secure a climate for the exemplary behaviour of pupils.
* 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 the Headteacher.
* To meet the National Standards for Headteachers as published by the DfE.
* To achieve any performance criteria, objectives or targets agreed with or set by the School’s Governing Board in accordance with the requirements set out in the School Teachers’ Pay and Conditions Document.

Pupils and Staff

* Effectively deploy the teaching and non-teaching resources within the school to ensure that the targets detailed in the School Improvement Plan adopted by the Governing Board are achieved; by demanding ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils’ outcomes.
* Lead the appointment of teaching and non-teaching staff.
* Encourage the development of a culture that offers equality of opportunity to all pupils and staff.
* Ensure that the requirements for both teaching and non-teaching staff appraisal are implemented and to identify and promote the delivery of the training and development needs of the staff of the school.
* Hold all staff to account for their professional conduct and practice.
* Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.

Systems and Process

* Produce, implement, monitor and review the policies adopted by the Governing Board.
* Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
* Monitor the school budget, expenditure and income, and to advise the Governing Board on spending priorities consistent with the procedures of Sunderland City Council.
* Provide a broad, balanced and relevant curriculum in accordance with the demands of the National Curriculum, including the teaching of RE & promotion of SMSC for all pupils attending the school; and ensure that pupils have access to a daily act of collective worship.
* Ensure that the progress of pupils of the school is monitored and recorded and that an effective system is developed for informing parents about their child’s progress.
* Ensure that a range of legal obligations associated with the proper running of the school, including health and safety matters, are addressed.
* To promote and safeguard the welfare of all children and young people 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.

The Self Improving School

* Produce, implement and regularly re-evaluate the School Improvement Plan adopted by the Governing Board.
* Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils’ achievements and the school’s sustainability.
* Promote high standards of individual pupil and school achievement and ensure the development of a stimulating and supportive learning environment.
* Promote an ethos in which individual pupil responsibility for learning, positive behaviour, personal development and achievement is fostered; set high standards and expectations for high academic standards within and beyond their own schools, recognising difference and respecting cultural diversity within contemporary Britain.
* Monitor, review and evaluate the standards of teaching and learning within the school and ensure that proper standards of professional performance are established and maintained.
* Develop the role of the school within the community.
* Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
* Present a coherent and accurate account of the school’s performance in a form appropriate to a range of audiences, including governors, the LA, the local community and Ofsted.
* Provide the Governing Board with sufficient advice and information to enable it to fulfil its legal responsibilities.
* Ensure the Governing Board are aware of their legal responsibilities for policies, including Health and Safety and safeguarding.
* Welcome strong governance and actively support the Governing Board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.

Statutory Requirements

* Comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of School/Council records and information, and respect the privacy of personal information held by the School/Council;
* Comply with the principles and requirements of the Freedom in Information Act 2000;
* Comply with the School’s/Council's information security standards, and requirements for the management and handling of information;
* Use School/Council information only for authorised purposes.