

# Lemington Riverside Primary School

## Job Description

<b>Post Title:</b>	Head Teacher
<b>Payscale:</b>	Individual School Range L15 - L21
<b>Responsible to:</b>	The Governing Body
<b>Responsible for:</b>	Leadership and management of the school and all its staff.
<b>Job Purpose:</b>	<p>To:</p> <ul style="list-style-type: none"><li>▪ lead the school in line with a shared strategic vision;</li><li>▪ effectively manage and organise the school, its staff and resources;</li><li>▪ establish and deliver an appropriate curriculum for the school to ensure an effective teaching and learning experience for all learners;</li><li>▪ work in partnership with the governing body, learners, parents, the Outer West Learning Trust, Newcastle LA, and the wider community.</li></ul>

### 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.

### General

- 1 To carry out the professional duties of a Head Teacher as set out in the School Teachers' Pay and Conditions Document.

### Vision and Strategy

- 2 To lead the development of a vision for the school and ensure it is clearly articulated, shared, understood and acted upon effectively by all, demonstrating the vision and values in everyday work and practice.
- 3 To involve all relevant persons in devising a school improvement plan and to lead its implementation.
- 4 To develop and sustain a secure, caring, welcoming, happy and stimulating learning environment for children of all cultures, abilities and backgrounds and ensure all children reach the highest standards of which they are capable.
- 5 To devise and implement a strategy for school self-evaluation and monitor and evaluate the effectiveness of the curriculum in the light of pupil needs, national priorities and local policies.

- 6 To develop and implement appropriate school policies which reflect the strategic direction of the school and consider issues of inclusivity.

### **Finance and Resources**

- 7 To plan, manage and monitor the school's financial and other resources to ensure they are effectively and efficiently used to achieve the school's educational goals and priorities and to organise and manage after school activities and extended school services.

### **Governing Body and Community**

8. To develop positive relationships with parents, governors, the Outer West Learning Trust, the LA, and the local community and involve these partners in the development and activities of the school.
9. To create and maintain an effective partnership with parents, carers and the wider community to support and improve learners' achievement and personal development. To ensure learning experiences for learners are linked to and integrated with the wider community.
10. To advise, support and work closely with the governing body to enable it to meet its responsibilities.

### **Curriculum and Learning**

- 11 To establish, co-ordinate and implement strategies which secure high standards of behaviour and attendance.
- 12 To ensure a consistent and continuous school-wide focus on learners' achievement, using data and benchmarks to monitor progress in every child's learning.
- 13 To establish, organise and implement an appropriate curriculum for the school and ensure that each learner's education programme meets their individual needs and that there is an effective assessment framework.
- 14 To create responsive and effective approaches to learning and teaching.
- 15 To record, monitor, evaluate and review the standards of teaching and learning, classroom practice and learner progress achieved and to challenge underperformance at all levels.
- 16 To provide for the wider development of learners to complement their educational achievement.

## **Staffing**

- 17 To motivate and work with staff to create a shared culture and positive climate.
- 18 To lead and support the senior management team individually and collectively.
- 19 To recruit, manage, deploy and motivate all staff of the school in order to deliver an effective teaching and learning experience.
- 20 To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- 21 To develop, manage and maintain effective strategies and procedures for staff induction, professional development and performance review.
- 22 To manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

## **Safeguarding**

- 23 To take the lead responsibility for promoting and safeguarding the welfare of children and young persons and to provide advice and support to staff, liaising with the local authority and working with other agencies in order to ensure child protection concerns are dealt with promptly and effectively.
- 24 To ensure safeguarding policies and procedures are fully implemented and adhered to by all staff.
- 25 To ensure there is a designated person for safeguarding / child protection matters and that all other staff discharge their duties in regard to safeguarding / child protection effectively.
- 26 To ensure all staff and volunteers are able to raise concerns about poor or unsafe practice with regard to children, and that such concerns are handled sensitively and effectively in accordance with appropriate procedures.

## **Other Responsibilities**

- 27 To work effectively with agencies that assist integrated processes and local opportunities which support aims for children, young people and their families