**Job Description**

**Head Teacher**

**South Bank Community Primary School**

The Head Teacher shall carry out the professional duties as described in the School Teacher’s Pay and Conditions document. In particular:

**Main Tasks**

1. **Shaping the Future (Strategic Leadership)**

* To work with children, staff, parents and governors to determine the vision and strategic direction for South Bank Community Primary School.
* To effectively communicate the shared vision so that it is clearly stated, shared and positively acted upon by all involved in the school community.
* To inspire the school community to be motivated and enthusiastic about their commitment to ensure continuous school improvement.
* To be a role model for others by leading by example.
* To support the school’s vision and aims by ensuring that the management, finances, organisation and administration are part of that vision and serve it effectively.
* To work with all stakeholders, taking all views into account, and lead the academy agenda forward so that there is a clear pathway to the development of this area
* To be innovative in driving new initiatives forward in a timely manner
* To develop a clear marketing strategy that will ensure the school remains viable and school numbers increase to our designated capacity of 330.

1. **Leading Learning and Teaching**

* As a leader share a clear sense of direction, sense of values and purpose by adopting a high profile, committed leadership approach.
* To encourage and establish creative, responsive and effective approaches to learning and teaching in all areas of the curriculum.
* To create a culture of challenge and support high expectations and an environment where pupils can excel.
* To challenge and eradicate underperformance.
* To agree a challenging and creative curriculum policy with the Governing Body that meets the strengths of the school and statutory requirements.
* To improve levels of challenge through the appropriate use of pupil performance data and progress meetings.
* To guide and inform parents of their children’s attainments and achievements across the curriculum.
* To lead learning and teaching by example, always striving for excellence.
* To challenge and evaluate the design of the new curriculum to create an appropriate curriculum for South Bank Community Primary School.
* To monitor and evaluate the SEND provision and focus on improving learning. Using innovative approaches to meet the needs of all pupils and ensure the provision is inclusive and meets all legislative requirements.

1. **Developing Self and Working with Others**

* To build on the ethos of the school and its established learning culture.
* To make the school a rounded learning establishment by ensuring a high standard of professional development for all members of staff.
* To treat everyone in the school fairly and equitably by developing a culture of personal responsibility and recognition of excellence and hard work in an inclusive school.
* To ensure effective safeguarding procedures are firmly established and delivered in collaboration with school community.
* To work in partnership with other professionals, and deploy staff appropriately, to ensure all barriers to learning are removed.
* To continue working in partnership with the other schools, develop links with Teaching Schools and continue to work closely with our local SCITT provision.

1. **Managing the School**

* To work with the Governing Body to share a vision for the school and implement the policies and procedures necessary to achieve it.
* To ensure that the school’s structure supports the delivery of excellence in learning and teaching.
* To monitor, evaluate, challenge and celebrate the performance of South Bank Community Primary School and its achievements.
* To work closely with the Governing Body to monitor and evaluate the performance of the school, always striving for excellence.
* To implement an appropriate performance management framework for all staff.
* To maintain the environment of the school to a high standard so that the school community continues to have a sense of pride in their surroundings.
* To ensure the effective development and management of all other resources (financial or other) to enhance the quality of learning at the school.
* To work closely with the local authority and our PFI (Private Finance Initiative) provider to ensure the smooth running of the school and effective and efficient provision.

1. **Securing Accountability**

* To work with the Governing Body to provide information, advice and support to enable it to meet all its responsibilities.
* To ensure that all staff have a clearly defined and agreed set of responsibilities and accountabilities.
* To establish a time frame and mechanism to ensure appropriate reporting is provided for statutory and community requirements.
* To ensure all requirements are met in relation to the procurement of the SEND provision from the local authority

1. **Strengthening Community through Collaboration**

* To work in partnership with the Governing Body.
* To create and maintain an effective and open partnership with parents to support and improve pupils’ achievement and personal development.
* To build and strengthen the positive image of the school in the wider community.
* To collaborate with other organisations to ensure the intellectual, spiritual, social, moral and physical wellbeing of pupils.
* To work with Redcar and Cleveland Borough Council Children’s Services and its officers in the monitoring and evaluation of the school’s progress.