



## **Job description**

**Post title:** **Headteacher**

**Salary:** **L15 - L21**

**Job Purpose:** To provide effective, vibrant and inspirational leadership to all stakeholders.  
To lead Ryhope Infant School Academy to achieve excellence, with a focus on continuous improvement, raising standards and outstanding teaching and learning.

### **MAIN DUTIES/RESPONSIBILITIES**

**In addition to the requirements set out in the current School Teachers Pay and Conditions Document, the Headteacher is responsible for setting and maintaining a high standard in the following areas:-**

#### **Whole school organisation, strategy, finance and development**

1. To promote and safeguard the welfare of all children and young people within the Academy, by ensuring that the policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff
2. To take responsibility for the Academy's finances as the Accounting Officer who has personal responsibility to the Governing Body, Parliament and the Accounting Officer of the ESFA for the resources under their control.
3. Provide dynamic strategic direction and inspirational leadership at all levels of the Academy.
4. To shape and implement policies which reflect the strategic direction of the Academy
5. Lead the Academy through rigorous self-evaluation, including quality assurance and performance management at all levels.
6. Have a good understanding of current local and national issues within education.
7. Take overall responsibility for health and safety by ensuring that there are effective health and safety policies in place; also for planning, organising, controlling, monitoring and reviewing health and safety effectively.
8. To advise, support and work closely with the Governing Body to enable it to meet its responsibilities.
9. To ensure that the Academy's Governing Body has accurate, timely and detailed information on which to base sound decisions about their priorities;
10. Encourage the development of a culture that offers equality of opportunity to all pupils and staff.
11. Promote and uphold the nurturing and inclusive ethos and vision of Ryhope Infant School Academy
12. Provide a broad and balanced curriculum which includes the teaching of RE & promotion of SMSC for all pupils
13. Ensure that pupils have access to a daily act of collective worship

## **Teaching and Learning**

14. Ensure that all in the Academy are committed to its aims, motivated to achieve them, and are involved in the meeting of long, medium and short-term objectives and targets to secure educational success.
15. Ensure that the principles and practices of equal opportunities and anti-discriminatory practice are applied by all staff.
16. Ensure that teaching and learning is at the centre of strategic planning and resource management with effective quality assurance and rigorous monitoring of teaching and learning.
17. Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every pupil's learning.
18. Ensure a culture of challenge and support where all pupils can achieve success and be fully engaged in their own learning.
19. Ensure that the Academy's policies and procedures are effectively implemented.

## **Management of staff and resources**

20. Lead, motivate, support, challenge and develop all staff to secure improvement.
21. To lead and support the Senior Leadership Team both individually and collectively.
22. Implement strategies which secure high standards of behaviour and attendance.
23. Monitor, review and evaluate the standards of teaching and learning through a supportive and developmental Performance Management process thus ensuring that high quality professional performance is established and maintained.
24. Ensure that underperformance is challenged at all levels and ensure effective corrective action and follow-up is undertaken.
25. Actively participate in the process for Headteacher Performance Management.
26. Have overall responsibility for the Academy's budget and the deployment of resources within the policy framework agreed by the Governing Body.
27. Ensure that the management, finance, organisation and administration of the Academy supports its vision and aims.
28. Manage, monitor and review the range, quality, sufficiency and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
29. Take responsibility for the implementation and management of all personal and confidential information in accordance with the General Data Protection Regulations.

## **Communication**

30. Promote the ethos and vision of Ryhope Infant School Academy to a wide range of audiences.

31. Act as an ambassador for the school in further developing partnership and links with stakeholders that promote a positive profile for Ryhope Infant School Academy.
32. Build and maintain strong relationships with parents, staff, governors and the whole community.
33. Be responsible for effective communication, both internal and external to the school, including dealing with the media.

*These duties are neither exclusive nor exhaustive, and the post holder may be required to undertake other duties and responsibilities as required.*

**November 2018**