

Hylton Castle Primary School

Job description

Post title:	Headteacher
Salary:	Leadership L13 – L19
Responsible to:	Governing Board
Job Purpose:	To provide effective, dynamic and inspirational leadership in order to ensure that every child is able to fulfil their true potential. To lead Hylton Castle Primary School to achieve excellence, with a focus on 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. Provide dynamic strategic direction and inspirational leadership at all levels of the school.
2. To shape and implement school policies which reflect the strategic direction of the school.
3. Lead the school through rigorous self-evaluation, including quality assurance and performance management at all levels.
4. To promote the safeguarding the welfare of children and young people they are responsible for, or come into contact with, by ensuring that the School's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff
5. Have a good understanding of current local and national issues within education.
6. Take overall responsibility for health and safety matters at Hylton Castle Primary School by ensuring that there are effective health and safety policies in place; also for planning, organising, controlling, monitoring and reviewing health and safety effectively.
7. To advise, support and work closely with the Governing Board to enable it to meet its responsibilities.
8. To ensure that the school's Governing Board has accurate, timely and detailed information on which to base sound decisions about the school's priorities;

9. Encourage the development of a culture that offers equality of opportunity to all pupils and staff and ensure implementation of and adherence to the Equal Opportunities Policy and the Code of Conduct.

Teaching and Learning

10. Ensure that all in the school 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 the educational success of the school.
11. Ensure that the principles and practices of equal opportunities and anti-discriminatory practice are applied by all staff.
12. 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.
13. Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every pupil's learning.
14. Ensure a culture of challenge and support where all pupils can achieve success and be fully engaged in their own learning.
15. Ensure that the school's policies and procedures are effectively implemented.

Management of staff and resources

16. Lead, motivate, support, challenge and develop all staff to secure improvement.
17. To lead and support the Senior Leadership Team individually and collectively.
18. Implement strategies which secure high standards of behaviour and attendance.
19. Monitor, review and evaluate the standards of teaching and learning within the school through a supportive and developmental Performance Management process thus ensuring that high quality professional performance is established and maintained.
20. Ensure that underperformance is challenged at all levels and ensure effective corrective action and follow-up is undertaken.
21. Actively participate in the process for Headteacher Performance Management.
22. Have overall responsibility for the school budget and the deployment of resource within the policy framework agreed by the Governing Board ensuring it is compliant to the Financial Procedure Rules/Contract Procedure Rules.
23. Ensure that the management, finance, organisation and administration of the school support its vision and aims.
24. 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.

25. Take responsibility for the implementation and management of all school personal and confidential information, ensuring that the school is compliant with the Freedom of Information Act 2000 in relation to the management of records and information; the Data Protection Act 2018 and the General Data Protection Regulations (GDPR) and the principles enshrined within them in respect of personal information held by the School. Ensure that the principles of this legislation are communicated and understood by all staff.

Liaison and communication

26. Promote the ethos and vision of Hylton Castle Primary School to a wide range of audiences.
27. Act as an ambassador for the school in further developing partnership and links with stakeholders that promote a positive profile for Hylton Castle Primary School.
28. Build and maintain strong relationships with parents, staff, governors and the whole community ensuring that all pupils / members of the public are treated with equal respect.
29. 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.

12/12/2018