

**Columbia Grange School**

**Job description**

**Post title:** Headteacher

**Salary:** Leadership L23 – L29

**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 Columbia Grange School to achieve excellence, with a focus on improvement, raising standards and outstanding teaching and learning.

**Job Purpose**

* To ensure the vision, values and ethos of Columbia Grange school is core to the future development of the school
* To provide strategic and operational leadership and management that enables the school to give every pupil an outstanding education
* The post holder will promote the highest possible standards of achievement and well-being to secure the continued success of the school
* To deliver the visions, values of the curriculum to ensure that Columbia Grange School overcomes pupils’ barriers to learning, equipping them with the skills for their futures
* To develop partnerships with other schools and the wider community and meet the requirements of the Local authority, Together for Children, DfE and Ofsted
* To instil a creative and innovative style of leadership that inspires the pursuit of excellent educational standards and high aspirations for all pupils
* To demonstrate a dynamic and professional leadership style, which motivates staff, sets high expectations, enhances achievement and encourages rigorous on-going self-evaluation
* To create a culture that challenges prejudice, values diversity and promotes equality
* The post holder will be required to carry out their duties in line with professional standards and codes of conduct

**Leadership, Strategic Direction and development**

* Provide dynamic, strategic direction and inspirational leadership at all levels of the school.
* Work with the Governing body to create strategic vision, ethos and curriculum plan
* Ensure the successful delivery of the visons, ethos and, aims and objectives as determined by the Governing Body
* Provide dynamic, consistent and motivational leadership to the staff, children, families and the wider community served by the school
* Translate the Governing Body’s visions and aims into operational objectives and plans, motivating and empowering others to carry the vision forward
* Deliver a curriculum that will address the barriers to learning of pupils attending the school
* Implement robust and sustainable strategies to drive through changes necessary to deliver high quality services, within the school and for the broader community
* Ensure high quality, multi-agency services are available to support the educational, social and behavioural needs of the pupils attending the school
* Gain and maintain the respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans
* Ensure that the provision reflects the highest possible professional standards and continues to receive positive Ofsted reports
* Ensure the school’s values, ethos, policies and procedures are relevant fair, inclusive and consistently implemented
* Ensure the statutory requirements, the decisions of the Governing body and the needs of the pupils, their parents/carers, commissioners and the community are met
* Be responsible for the management, development, and resourcing of policies
* Work with the Governing body on the formation of the annual budget in order to ensure the school achieves its objectives
* To be accountable for monitoring, evaluating and reviewing, health and safety, and risk assessments for the school ensuring the school provides a safe working environment for staff and pupils
* Deliver effective operational management for the school’s financial resources
* Supervise the efficient management of the school budget
* Supervise the effective use and development of the premises and resources

**Teaching and learning**

* Secure and sustain high quality teaching and effective learning across the school
* Monitor, evaluate and review classroom practice and promote improvement strategies; maintain outstanding standards of teaching and learning at all times
* Maintain high expectations amongst staff for the progress of all pupils
* Determine and implement an appropriate curriculum, which motivates pupils and is personalised to meet individual needs
* Develop a wide range of curriculum enrichment activities
* Ensure a consistent and continuous school wide system of pupil assessment and achievement, using appropriate data and benchmarks to set, monitor, evaluate and report on pupil progress
* Develop strategies that will promote ‘Learner voice’ and involve pupils in a meaningful way

**Pupil Welfare**

* Develop and give a high level of attention to effective relationships within school and the local community
* Develop strategies which promote the highest standards of behaviour and attendance
* Provide nurturing and attentive pastoral care for pupils
* Ensure that pupils’ needs identified through their EHCP targets are addressed and met
* Ensure that the health and care needs of each pupil are assessed and consistently met
* Provide opportunities for pupils to understand and adopt healthy behaviours and lifestyles
* Provide opportunities for pupils to develop their spiritual, moral, social and cultural understanding
* Manage pastoral and pupil’s welfare

**Partnerships**

* Create strong links and collaborative ways of working with all stakeholders including the wider community and other schools, to achieve common goals
* To work with other public and voluntary sector agencies and local businesses in the local community to develop curriculum opportunities
* Work with partner agencies to protect and safeguard pupils
* Foster and maintain links with regional and national specialist school communities
* Develop positive relationships with all stakeholders including teaching school alliances

**Managing people and developing strong working relationships**

* Advise the governing body on the recruitment and selection of staff
* Ensure all teaching and support staff are fully informed of strategic and operational objectives
* Provide inspirational leadership and guidance to staff
* Establish staff roles and responsibilities, initiating and maintaining suitable staff performance management procedures and ensuring systematic and equitable professional development arrangements
* Ensure the development and implementation of HR policies and procedures for staff induction, professional development and performance review
* Participate in CPD in pursuit of continuous improvement and disseminate to staff across the school

**Safeguarding pupils**

* Have due regard to safeguarding and promoting the welfare of pupils ensuring that child protection procedures are adopted and adhered to
* Ensuring the highest priority is given to following the Guidance and regulation to safeguard pupils
* To ensure the safety and welfare of children and pupils at all times
* Report to the appropriate authorities any concerns relating to child protection or protection of vulnerable adults
* Undergo Enhanced Disclosure and DBS checks and obtain any statutorily required clearance
* Ensure all stakeholders have undergone the statutorily required clearance

**Accountability**

* Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning, high achievement and value for money
* Present a coherent and accurate account of the school’s performance is appropriate to a range of audiences e.g. governors and parents
* Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement
* Work with the Governing body to regularly review performance and development, set personal targets and take responsibility for own development
* Carry out such other duties required by the Governing body that are commensurate with the role
* 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.

Agreed: 03.12.2020