

HEADTEACHER JOB DESCRIPTION

Post Title: Teaching Head	Slaley First School	
Group Size: L 6 – L 12	Workplace: Slaley First School	
Responsible to: Governing Body	Date: September 2021	Manager Level: Senior
Pupil numbers: 52 pupil roll with 13 place nursery.		
Job Purpose: To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all pupils and improved standards of learning and achievement.		
Resources:	4 part-time teaching staff. 4 part-time support staff. 1 Catering Manager, 1 secretary, 1 caretaker	
	Annual Budget: £290,000	
	School with extensive grounds and play equipment that are open to the community.	
	Before & After School Club 7:30am – 6pm (Mon – Thurs) & 7:30 - 9:00 on Friday.	
Duties and key result areas:		
<p>Professional Duties to be carried out in accordance with the terms and conditions of the current School Teachers’ Pay and Conditions Document issued by the DFE. The Headteacher would be required to carry out the Governing Body’s policies concerning racial and sex equality and the rights of people with disabilities in terms of equal opportunity for employment in all posts within the school. The professional duties of the Headteacher shall include:</p>		
<p>➤ Strategic Direction and Development of the School</p> <ul style="list-style-type: none">• working with the governing body to provide vision, leadership and a clear direction for the school• formulating the overall aims and objectives of the school and policies for their implementation• producing, monitoring and evaluating a school development plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers’ effectiveness and securing school improvement• securing the commitment of staff, pupils, parents and the wider community to the vision and direction of the school• ensuring that the management, finance, organisation and administration of the school support its vision and aims• arranging for a suitable person to assume responsibility for the discharge of the Headteacher’s functions at any time when absent from the school• ensuring that safeguarding and protecting children is a core priority to the school’s work within a culture of vigilance as the DSL		
<p>➤ Teaching and Learning</p> <ul style="list-style-type: none">• promoting and securing good teaching, effective learning, high standards of achievement, good behaviour and discipline within a safeguarding culture• be an excellent classroom practitioner with comprehensive knowledge of Key Stage 2• determining, organising, implementing and monitoring the curriculum and its assessment in order to identify and act on areas for improvement• monitoring and evaluating the quality of teaching and standards of learning and achievement of all pupils, including those with special educational needs, in order to set and meet challenging, realistic targets for improvement		

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- creating and maintaining an effective partnership with parents to support and improve pupils' achievements and personal development

➤ **Leading and Managing Staff**

- with the governing body, participating in the selection and appointment of the teaching and non-teaching staff as appropriate to ensure that appointees have the potential to achieve the agreed aims of the school
- deploying and managing all teaching and non-teaching staff and allocating particular duties, including such duties of the Headteacher as may be properly delegated, in a manner consistent with conditions of employment
- implementing and sustaining effective systems for the management of staff performance, incorporating targets for teachers, including targets relating to pupils' achievement
- motivate and enable all staff in the school to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs

➤ **Efficient and Effective Deployment of Staff and Resources**

- working with governors and senior colleagues to recruit staff of the highest quality
- deploying and developing all staff effectively in order to improve the quality of education provided
- setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control
- managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- managing, monitoring and reviewing the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money
- ensure all staff, volunteers and others that work with children are safe, by following appropriate procedures.
- Provide comprehensive ICT skills

➤ **Accountability**

- providing information, advice and support to the governing body to enable it to meet its responsibilities
- creating and developing an organisation in which all staff recognise that they are accountable for the success of the school
- presenting a coherent and accurate account of the school's performance in a form appropriate to a range of audiences
- ensure that parents and pupils are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieving the school's targets for improvement

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the school: the individual school range has been established on this basis.

Work Arrangements: Working patterns as identified in the relevant Teacher's Pay & Conditions Document