



St Mary's CofE England Primary School

Our Vision: Love Hope and Trust – investing in the uniqueness of each individual



Job description

Head Teacher

The Academy Council of St Mary's C of E Primary School recognises the influential position held by the Head Teacher and his/her role in shaping the future of the School and the teaching profession. His/her leadership has a decisive impact on the quality of teaching and pupils' achievements. The Head Teacher is expected to lead by example, ensure that staff are held accountable and to provide access to high quality continuous professional development for all staff.

The role of the Head Teacher:

To carry out his/her professional duties in accordance with all the requirements and responsibilities as set out in the School Teachers Pay and Conditions Document, which is published annually. Nothing in this job description can amend, or is intended to amend these overriding requirements.

To provide professional leadership and management for School, in order to secure its ongoing success and improvement by ensuring high quality education for all its pupils and improved standards of learning and achievement.

To be responsible for securing high standards of behaviour and creating a School ethos which recognises differences and respects cultural diversity in order to prepare children for life in Britain today. The Head Teacher works in partnership with the Academy Council towards 'Excellence as Standard'.

To promote and safeguard the welfare of all children in School, (in line with current DfE guidance and Ofsted requirements e.g. Keeping Children Safe in Education) by ensuring that the policies and procedures relating to safeguarding and child protection are fully implemented and followed by all staff; that resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

The Head Teacher will:

This job description may be amended at any time after consultation with the post holder and will be reviewed annually.

1. Ensure the distinctively Christian vision for the School is clearly articulated, shared, understood and focused on providing a world-class education for the pupils they serve.
2. Work within the School community to translate the vision into agreed objectives and operational plans which will promote and sustain School improvement.
3. Demonstrate distinctively Christian vision and associated values in everyday working practice with optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, academy councillors and members of the local community.
4. Motivate and work with others to create a positive climate, leading by example with integrity, creativity, resilience and clarity.

5. Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence, using current knowledge and understanding of education and school systems locally/nationally/globally.
6. Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experience of the School and community at large.
7. Ensure accountability and articulate high expectations by demanding ambitious standards for all pupils, overcoming disadvantage and advancing equality.
8. Involve all staff and Academy councillors in School self-evaluation processes in order to bring about the highest achievement for all pupils.
9. Regularly review own practice and achievements, set personal targets and take responsibility for own personal development, taking account of any feedback.
10. Manage own workload and that of others to allow an appropriate work/life balance.
11. Ensure excellent teaching through an analytical understanding of pupils learning and the core features of successful classroom practice and curriculum design, leading to the enhancement of our rich curriculum opportunities and well-being of all pupils and staff.
12. Continue an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
13. Contribute to the ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
14. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
15. Hold all staff to account for their professional conduct and practice.
16. Maintain a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
17. Sustain rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
18. In partnership with Academy councillors exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the School's sustainability.
19. Nurture an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice, secure excellent achievements for all pupils and meet the needs of individual pupils and their families.

Signed.....

Date.....