



**Job Description**  
**Headteacher – New Delaval Primary School**  
**L15-L21**

**Job Purpose:** To provide outstanding leadership for the school which secures its success and improvement, ensuring high quality education for all pupils and excellent standards of learning and achievement.

**Duties and key result areas:**

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 professional duties of the Headteacher include:

**Main purpose**

The headteacher will:

- Formulate the aims and objectives of the school and provide overall strategic leadership
- Establish policies for achieving these aims and objectives
- Manage staff and resources to that end
- Monitor progress towards the achievement of the school's aims and objectives
- Lead by example and model best practice regarding professional conduct, workload, and personal development
- Be a role model for all in our community
- Comply with Teacher and Head Teacher Standards.

**Duties and responsibilities - Qualities and knowledge**

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them and ensuring that effective and meaningful engagement takes place with all stakeholders
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally, and globally
- Work with political and financial astuteness, translating policy into the school's context
- Communicate the school's vision compellingly and drive strategic leadership
- Seek training and continuing professional development to meet own needs.

**Pupils and staff**

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, through training and development for staff which translates into improvements in teaching of the curriculum
- Establish a culture of 'open classrooms' as a basis for sharing best practice

- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice
- Clear and ambitious vision for providing high quality education to all pupils, which is realised through strong shared values, policies and practice.

### **Systems and processes**

- Ensure that the school's systems, organisation, and processes are well considered, efficient and fit for purpose
- Provide a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Ensure robust processes are embedded for managing the performance of all staff, addressing any underperformance, supporting staff to improve, and valuing excellent practice
- Welcome and work with the governing board as appropriate, providing the information it needs to govern effectively
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

### **The self-improving school system**

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective networks and relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education
- The headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and uphold the staff code of conduct.

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.