



Amberley Primary School

Headteacher Job Description

Primary Responsibility:	To provide professional leadership, management and strong governance as a driver for school improvement. To ensure excellent teaching and learning by providing an ambitious curriculum which meets the needs of the children.
Responsible to:	The Governing Body
Strategy:	• Maintain and develop an organisation in which all staff recognise that they are accountable for the continued success of the school. • Work with the governing body and others to continue to develop a shared vision. • Create and maintain the ethos, values and aims for the school in consultation with staff, governors and parent/carers. • Have high expectations and lead by example for both pupils and staff. • Maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment where all are valued and supported. • Keep under review the work and organisation of the school and monitor and evaluate the effectiveness of the curriculum taking account of pupil needs, national and local priorities. • Implement the school improvement plan and other relevant plans in consultation with staff and governors. • Set and achieve ambitious, challenging goals and targets. • Monitor, evaluate and review the impact of policies, priorities and targets and take appropriate action. • Review school performance through accurate Self Evaluation Form. • Work in partnership with the School Development Partner. • Maintain outstanding provision for all pupils of the school.
Finances and Resources:	• Effectively plan, manage and monitor use of finances and resources to achieve the aims of the school and value for money. • Work with the governors and school leadership team to recruit staff of the highest quality and deploy staff effectively. • To manage the finances of the school in line with the local authority financial regulations.

Managing the School:	• Provide effective organisation and management of the school, grounded in rigorous self-evaluation, which ensures an effective, efficient and safe learning environment. • Establishing and sustaining appropriate structures and systems which reflect the school's priorities and are in line with legal requirements. • Day to day management of the school. • Delegating management tasks and monitoring their implementation. • Building capacity for improvement and ensuring value for money. • Sustaining a safe, secure and healthy school environment.
Curriculum and Learning:	• To lead by example and model outstanding teaching. • Lead the educational development of all pupils and ensure they receive an enriched curriculum that meets their individual needs. • Maintain and develop an inclusive learning environment, which promotes and secures high quality teaching, effective learning, high standards of achievement, behaviour, discipline and pupil wellbeing. • Work with all staff to further develop their skills based on areas identified through appraisal and school priorities. • Provide for the emotional, social and personal development of pupils. • Acknowledge and share excellence. • Ensure a consistent and continuous school-wide focus on pupil's achievement, using assessment data and benchmarks to monitor progress in every child's learning. • Ensure that there are robust, rigorous systems in place that will narrow gaps and achievement for disadvantaged pupils.
Developing self and working with others:	• Ensure effective relationships which enable everyone in the school to achieve. • Inspiring, leading, managing and motivating all staff to deliver the school's core values. • Developing effective team working. • Overseeing Performance Management systems which include challenging targets for staff. • Offering appropriate continuing professional development for all. • Developing and maintaining a culture of high expectations for self and others, taking appropriate action when performance is unsatisfactory. • Building a collaborative learning culture within the school, actively engaging with other schools to build effective learning communities. • Maintaining an appropriate work life balance for yourself and others.

Liaison:	• Provide information and objective advice to the governing body to enable it to meet its responsibilities. • Maintain and develop positive relationships with members of the school's community, the local authority, the local community and other partners. • Share best practice and innovation with stakeholders at all levels. • Engage with the local community regarding the provision of extended services. • Continue to develop and enhance the profile of the school. • Work collaboratively at both strategic and operational levels with parents, carers, external agencies and the wider community to ensure the well-being of all children and enhance their educational opportunities. • To work in partnership with schools and other providers to ensure a smooth transition for children on entry and transfer to another school. • To work effectively with the community of schools in North Tyneside and its partners to ensure the best possible skills and resources are available for the school. • To work in partnership with the local authority and local universities in the delivery of initial teacher training. • To support institutions of higher and further education in providing placements and support for students.
Premises:	• Maintain, enhance and continue to develop a safe and stimulating learning environment. • Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the children, curriculum, all stakeholders, health and safety regulations and provides access for all. • Make arrangements for the security and effective supervision of the school building, contents and grounds.
Securing Accountability:	• Ensure that the Head Teacher's legal and contractual responsibilities are met. • Working with the governing body to meet its responsibilities. • Ensuring individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation. • Engaging the whole school community in self-evaluation of its work. • Developing an ethos which enables everyone to work together to share knowledge and understanding, celebrate success and accept responsibility for outcomes.
Personal Development:	• To engage actively in appraisal and continuing professional development.

The Head Teacher will be expected to work to relevant health and safety agendas and exercise a duty of care at all times to all children and staff in the school. Furthermore, it is expected that there will be a commitment to equality and diversity by the Head Teacher.

The job description forms part of the Contract of Employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

The appointment is subject to the current Conditions and Employment in the School Teachers' Pay and Conditions as they relate to Head Teacher.

Date.....

SignedChair of Governors

SignedHead Teacher

The job description is current at the date shown, but after consultation with the governing body, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Whilst every effort has been made to detail the main duties and responsibilities of the post, each individual task and duty to be undertaken has not been identified. Employees will be expected to comply with any reasonable request from the governing body to undertake work of a similar level that is not specified within this job description.