

Shanklea Primary School

Headteacher Job Description

Responsible to: Governing Body

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.

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:

Strategic Direction and Development of the School

- 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
- lead robust self-evaluation and evidence-informed school improvement planning.
- act as the lead professional representative of the school, promoting its values and maintaining its reputation within the community and wider education sector.
- securing the commitment of staff, pupils, parents, carers 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 the Deputy Headteacher or other 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.
- promote an inclusive culture in which every child is supported to achieve their potential, ensuring compliance with SEND, equality and inclusion duties.

Teaching and Learning

- promoting and securing good teaching, effective learning, high standards of achievement, good behaviour and discipline within a safeguarding culture
- 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
- creating and maintaining an effective partnership with parents and carers to support and improve pupils' achievements and personal development.

Attendance

- Take overall strategic responsibility for pupil attendance, behaviour and inclusion. Ensure effective arrangements for monitoring attendance and punctuality, identifying and addressing barriers to attendance, providing timely support and working with families and relevant agencies.
- Ensure attendance procedures meet statutory requirements and report regularly to the Governing Body on attendance, action taken and impact.

Leading and Managing Staff

- leading the selection and appointment of staff of the highest quality to ensure that those appointed have the potential to achieve the agreed aims of the school
- implementing and sustaining effective systems for the management of staff performance to ensure all staff are held to account for their responsibilities
- motivating and enabling 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

- 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
- ensuring all staff, volunteers and others that work with children are safe, by following appropriate procedures.

Budget and financial management

- Take overall responsibility for the preparation, management, monitoring and review of the school budget, working with the School Business Manager and within the local authority scheme for financing schools and delegated financial arrangements. Present budget proposals for Governing Body approval, ensure effective financial controls and value for money, and report regularly on expenditure, forecasts and financial risks.

Health and safety

- Take overall leadership and operational responsibility for health and safety within the school, in accordance with the employer's policies and delegated arrangements. Ensure effective risk assessments, safe working practices, staff training, premises checks, incident reporting and monitoring of compliance. Report significant risks and necessary action to the Governing Body. The employer retains overall legal accountability for health and safety.

Accountability

- providing information, advice and support to the Governing Body to enable it to meet its responsibilities
- work in partnership with Governors to support effective governance, strategic decision-making, accountability and compliance
- 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
- ensuring that parents, carers 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.

Work Arrangements

Able to meet the transport requirements of the post.

Working pattern as identified in the relevant School Teachers Pay & Conditions Document