Handale Primary School
Headteacher Post 2020

Job Description

POST TITLE: Headteacher

Salary: **£59,581 (L15) - £69,031 (L21)**

Contract type: Full time / permanent

Reporting to: Governing Body, East Cleveland Learning Trust

RELEVANT TO THIS POST:

Disclosure & Barring Service: Subject to DBS Enhanced disclosure

ORGANISATIONAL RELATIONSHIPS:

The post holder will be accountable to the Governing Body, the East Cleveland Co-operative Learning Trust and Local Authority for the leadership, internal organisation, management and control of the school.

DESCRIPTION OF ROLE:

The Headteacher is to provide professional leadership and management for the school that will promote a secure foundation from which to achieve high standards in all areas of the school's work.

DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:

As Headteacher you will be required to undertake such duties as may reasonably be determined by the Governing Body and to carry out the following duties in consultation with the Governing Body, the East Cleveland Co-operative Learning Trust, LA, staff of the school and parents as appropriate:

<u>Qualities and Knowledge</u>

- Effectively manage the school on a day-to-day basis, provide strong leadership and promote the notion of team spirit.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
- Secure a climate for the exemplary behaviour of pupils.
- To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of the Headteacher.
- To meet the National Standards for Headteachers as published by the DfE

- To achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.

Personal Qualities

- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality

Pupils and Staff

- Effectively deploy the teaching and non-teaching resources within the school to ensure that the targets detailed in the School Improvement Plan adopted by the Governing Body are achieved; by demanding ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Manage the appointment of teaching and non-teaching staff.
- Encourage the development of a culture that offers equality of opportunity to all pupils and staff.
- Ensure that the requirements for teacher appraisal are implemented and to identify and promote the delivery of the training and development needs of the staff of the school.
- Hold all staff to account for their professional conduct and practice.
- Establish 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.

Systems and Process

- Produce, implement, monitor and review the policies adopted by the Governing Body.
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Monitor the school budget, expenditure and income, and to advise the Governing Body on spending priorities consistent with the procedures of the LA and North Yorkshire County Council.
- Provide a broad, balanced and relevant curriculum in accordance with the demands of the National Curriculum, including the teaching of RE & promotion of SMSC for all pupils attending the school; and ensure that pupils have access to a daily act of collective worship.
- Ensure that the progress of pupils of the school is monitored and recorded and that an effective system is developed for informing parents about their child's progress.
- Ensure that a range of legal obligations associated with the proper running of the school, including health and safety matters, are addressed.
- To promote and safeguard the welfare of all children and young people within the School by ensuring that the School's policies and procedures relating to safeguarding children and child protection and fully implemented and followed by all staff; 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
- To act as the designated safeguarding lead (DSL) for the school
- To oversee management of all methods of communication, including the updating of the school website

The Self-Improving School

- Produce and implement the School Improvement Plan adopted by the Governing Body.
- 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.
- Promote high standards of individual pupil and school achievement and ensure the development of a stimulating and supportive learning environment.
- Promote an ethos in which individual pupil responsibility for learning, positive behaviour, personal development and achievement is fostered; they set high standards and expectations for high academic standards within and beyond their own schools, recognising difference and respecting cultural diversity within contemporary Britain.
- Monitor, review and evaluate the standards of teaching and learning within the school and ensure that proper standards of professional performance are established and maintained.
- Develop the role of the school within the community.
- Create an outward-facing school which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- Provide the Governing Body with sufficient advice and information to enable it to fulfil its legal responsibilities.
- Welcome strong governance and actively support the Governing Body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.

COMMON DUTIES AND RESPONSIBILITIES:

Quality Assurance

To set, monitor and evaluate standards at individual, team performance and service quality so that the school's requirements are met and that the highest standards are maintained. To establish and monitor appropriate procedures to ensure that quality data is reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

Communication

To establish and manage the team communications systems ensuring that the school's procedures, policies, strategies and objectives are effectively communicated to all employees.

Professional Practice

To ensure that professional practice in the school is carried out to the highest standards and developed in line with the school's stated objectives of continual improvement in quality of its service to internal and external customers.

Health and Safety
To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored.

General Management
To provide vision and leadership to employees within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the school's policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

Financial Management
To manage a designated budget ensuring that the school achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

Appraisal
All relevant employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

Equality and Diversity
To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

Confidentiality
All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imparted in the course of work and using school information assets. The Headteacher must take a lead on all aspects of GDPR

Induction
The school has in place an induction programme designed to help new employees to become effective and to settle into their roles in the organisation.

Safer Recruitment
This school is committed to safeguarding and promoting the welfare of children and young people and requires all employees and volunteers to share this commitment.

September 2020.