



## **The Piggott School: Charvil Primary**

### **Headteacher – Job Description**

The Headteacher has full responsibility for the internal organisation, management and control of the school and is responsible for providing vision, leadership and direction for the school, ensuring that it is managed and organised to meet its aims and targets. The Headteacher will provide professional leadership for the school that secures its continued success, ensuring high quality education which realises the potential of all students. Fully accountable to the school's Governing Body, the Headteacher is delegated the day-to-day operational running of the school.

The Headteacher will:

- ensure the delivery of outstanding teaching and learning practices
- promote excellence, equality and high expectations for all students
- provide vision, leadership and direction
- evaluate school performance and identify priorities for continuous improvement
- manage the school's budget in order to achieve the school's aims
- carry out day-to-day management, organisation and administration
- secure the support of the wider community
- demonstrate an ability to engage parents and the wider community so that any fundraising necessary to maintain/expand school facilities is successful
- create a safe and productive learning environment which is engaging and fulfilling for all students
- work effectively and openly with the school's Governing Body

#### **Main Duties**

##### Shaping the Future

The Headteacher, working with the Governing Body and others, is expected to create a shared vision and strategic plan which inspire and motivate students, staff and all other members of the community.

The Headteacher will:

- ensure that the vision for the school is clearly articulated, shared, understood and acted upon effectively
- lead by example, providing inspiration and motivation for students, staff, governors and parents to create a shared culture and positive climate
- develop strategies, underpinned by sound financial planning, for inclusion in the school improvement plan
- ensure the systems and structures are in place to support the growth and development of the school
- develop and enhance the educational partnership currently existing between the school, parents, Governing Body, linked partner primary schools, the diocese, the local authority, the local community and other agencies
- ensure that strategic planning takes account of the needs, diversity, values and experiences of the school community at large and, in particular, that the needs of all students form the basis of educational planning

## Leading Teaching and Learning

The Headteacher, supported by the Governing Body has a central responsibility for enabling students to 'aim higher' to achieve their potential.

The Headteacher will:

- create and maintain an environment which promotes and secures creative, responsive and effective approaches to teaching and learning, high expectations, excellent standards of achievement and good behaviour
- determine, organise and provide equal access to a diverse, flexible and relevant curriculum which values and challenges all students, including those with special educational needs, pupil premium and English as an additional language
- ensure that appropriate provision is made for more and most able students
- establish and maintain effective systems of planning, assessment for learning, recording and reporting, using data and benchmarks to monitor progress in every child's learning
- monitor and evaluate curricular provision, regularly review classroom practice, evaluating the standards of achievement and the quality of teaching and learning in order to set and meet the challenging, realistic targets for improvement
- manage regular reviews of all aspects of the curriculum to initiate, encourage and implement new, effective ideas, taking a strategic role in the development of emerging technologies to enhance and extend the learning experience of all students
- establish and monitor curriculum continuity and progression between the key stages of the National Curriculum
- acknowledge and, if necessary, challenge poor performance across the school
- create opportunities for teachers from different key stages to work together and share best practice

## Developing Self and Working with Others

The school aims to build a community that values lifelong learning and encourages respect and tolerance.

The Headteacher will:

- give a clear lead to all staff in the development and continuing formation of the school's Christian ethos
- create a positive and collaborative learning culture within the school by treating people fairly, equitably and with dignity and respect
- plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring that there is a clear delegation of tasks and responsibilities
- implement and sustain systems for the effective management of all staff performance, incorporating targets for future development
- motivate and enable teachers and support staff to develop expertise in their respective roles through a wide range of high-quality induction and continuing professional development opportunities in the context of the school's agreed improvement priorities
- acknowledge the responsibilities and celebrate the achievements of individuals and teams
- maintain and develop the senior management team and the wider management structures and culture to enable effective communication, involvement and development
- review own practice regularly, set personal targets and take responsibility for own personal development
- give and receive effective feedback and act to improve personal performance
- accept support and feedback from others, including colleagues, governors, the diocese and the local authority
- manage own workload and that of others to allow for an appropriate work/life balance

## Improving the Life Chances of Students

Working with the Governing Body, the Headteacher will develop a staff who have the necessary skills and knowledge to promote equality, respect diversity and challenge stereotypes to promote the rights of students.

The Headteacher will ensure that staff:

- listen, question and respond to what is being communicated by students and those caring for them
- recognise when a student may not be achieving their developmental potential or when their health may be impaired and be able to identify sources of help for them and their families
- adopt the right approach to information sharing by following the correct procedures and by ensuring that the student, parent or carer understands the process

## Managing the Organisation

The Headteacher will provide effective organisation and management and seek ways of improving organizational structures and functions based on rigorous self-evaluation of the school in order to maintain an efficient, effective and safe learning environment.

The Headteacher will:

- create an organizational structure which reflects the school's values, enabling the management systems, structures and processes to work effectively in line with the school's ethos and legal requirements
- produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities
- work with governors and senior colleagues to recruit, retain and deploy staff appropriately, managing their workload to achieve the vision and goals of the school and ensuring opportunities for continued professional development
- set appropriate priorities for expenditure, allocate funds and ensure effective administration and control of financial matters in partnership with the school's Business Manager and Governing Body
- manage and organise the accommodation effectively and efficiently to ensure that it meets the needs of the curriculum and health and safety regulations
- promote an attractive and safe environment which stimulates learning and enhances the appearance of the school
- think creatively to anticipate and solve problems

## Securing Accountability

The Headteacher is legally and contractually accountable to the Governing Body for the school, its environment and all its work, including the wider accountabilities in relation to students, parents, carers, the diocese, the local authority and other relevant groups. The Headteacher is also accountable for ensuring that students benefit from a high quality education, enjoy learning and are able to do so through a variety of experiences and for promoting collective responsibility within the whole school community.

The Headteacher will:

- engage the school community in systematic and rigorous self-evaluation of the work of the school which highlights positive progress and challenges underperformance
- present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including governors, the diocese, the local authority, the local community, Ofsted and others to enable them to discharge their duties and responsibilities
- ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to regular review and evaluation
- create and develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for the outcomes

- ensure that parents and students are well informed about the curriculum, attainment and progress
- ensure that students are able to understand and contribute towards realistic and challenging targets for improvement and are given strategies to achieve them
- demonstrate political insight and anticipate potential changes

### Strengthening Community

The Headteacher will work collaboratively at both strategically and operational levels with all connected with the school community, particularly in the feeder primary schools.

The Headteacher will:

- promote and support the positive benefits of living within a culturally and ethically diverse society, building a school culture and curriculum which takes account of the richness and diversity of the school's communities
- create and promote positive strategies for challenging racial and other prejudice and dealing with bullying and racial harassment
- ensure that learning experiences for students are linked into opportunities provided in the wider community
- collaborate with other agencies in providing for the academic, moral, social, emotional and cultural wellbeing of students and their families and work with other agencies to protect children
- create and maintain a positive and effective relationship linking home and school in a supportive working partnership to encourage and improve students' achievement and personal development

The Governing body and the diocese are committed to safeguarding and promoting the welfare of children and young persons. The Headteacher must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an enhanced disclosure from the DBS.