

## Stoke Prior First School

### Headteacher Job Description

<b>Salary:</b>	L11 – L17
<b>Hours:</b>	Full Time
<b>Contract Type:</b>	Permanent
<b>Reporting To:</b>	Executive Leadership Team and Local Academy Governing Board

#### Main Purpose

The Headteacher will have overall responsibility for the organisation and management of the whole school with both accountability and responsibility to the CEO and CFO. The Headteacher will deliver vision, leadership and strategic direction to secure the overall effectiveness and continued improvement of the school whilst successfully working with all the necessary stakeholders in order to achieve this. The Headteacher is accountable to the Local Academy Governing Board (LAGB), Executive Leadership Team (comprising CEO, CFO and Deputy CEO) and Trustees. The current School Teachers' Pay and Conditions Document sets out the range of duties and responsibilities of a Headteacher, and therefore this job description is aligned to this document.

#### Core Purpose – to lead the strategic direction and development of the school

The Headteacher, working with the LAGB and the Trust, will develop a strategic view for the school within the local, national and international context, and will:

- Lead by example, providing inspiring and purposeful leadership for the staff and pupils.
- Work in partnership with the LAGB, staff, parent carers and the Trust in continuing to develop the ethos and values which underpin the school.
- Formulate the overall aims and objectives for the school.
- Create and implement a School Improvement Plan, underpinned by sound strategic financial planning, which identifies priorities and targets to ensure pupils achieve high standards and make progress, to increase teacher effectiveness and to secure school improvement.
- Ensure that all stakeholders are committed to the aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.
- Ensure that the management, finances, organisation and administration of the school supports the vision and aims.
- Ensure effective day to day running of the school building and catering services.
- Ensure that policies and practices take account of national, local and school data including inspection and research findings and the outcomes of local authority and school self-review.
- Monitor and evaluate the performance of the school and report and respond to the CEO and wider Trust and LAGB as required.
- Monitor, evaluate and review the effects of the school's policies, priorities and targets and take action if necessary.

#### Leadership and Management

As Headteacher you will:

- Embrace the values of both the school and the Trust and ensure that these underpin all activities and inform all relationships.
- Define and implement the school's vision and strategy so that it is understood, agreed, and acted upon across the school community including staff, parent carers and pupils.
- Identify priorities and targets to ensure that pupils achieve high standards and make outstanding progress, to increase teachers' effectiveness, and to secure continuous school improvement.
- Be an inspiring, authentic, open communicator to different audiences across the school community.
- Strategically plan for future needs and the further development of the school.
- Challenge, support, motivate and develop all staff to raise their performance by setting effective performance targets.
- Lead by example, be personally visible and observably committed to the school.
- Demonstrate a leadership approach which is focused, flexible, caring and inclusive.
- Engage, develop and nurture all staff.
- Carry out day-to-day management, organisation and administration.
- Keep up to date with local and national evidence-based approach to raise learners' standards.
- Lead, co-ordinate and monitor the continuing professional development of all staff, including the induction of early career teachers, based on assessment of needs and in relation to the standards for qualified teacher status (QTS), the career entry profile and the standards for induction.
- Ensure all statutory policies are in place and kept up to date, working closely with teaching staff, SLT and the LAGB.

### **Quality of Education and Assessment**

As Headteacher you will:

- Develop and agree a curriculum policy to meet statutory and pupil requirements that supports the school's aims and needs.
- Lead on the coherent implementation of a broad, balanced, ambitious curriculum setting out the knowledge, skills and values that will be taught by highly effective subject leaders who possess the expertise and comprehensive knowledge of their curriculum.
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systemic synthetic phonics.
- Monitor and evaluate the quality of teaching and standards of pupils' achievement.
- Promote excellence in teaching and learning, using the latest evidence base, ensuring a continuous focus on pupils' achievement and the development of the whole child.
- Ensure that a varied and rich educational experience is available for all pupils, including a variety of extra-curricular opportunities and continuing to be committed to outdoor learning.
- Continue to build on the high expectations for all pupils which are built on positive relationships, rules and routines that are clearly understood by pupils and explicitly delivered and managed by all staff in order for all pupils to make the necessary progress and achievement.
- Through measurement and analysis, identify and act on areas of development in relation to all aspects of the school.
- Effectively lead the collection and analysis of timely assessment data, followed by strategically planning and deploying resources (including staffing) to focus on identifiable areas for development in order to achieve at least good progress and outcomes for all pupils.

### **Vison and Values**

As Headteacher you will:-

- Effectively sustain and grow the school ethos through collective responsibility, respect, teamwork and reflection across all areas.
- Continue to embed the positive culture support and well-being with both staff and pupils through the vision and values
- Provide a safe, nurturing environment with an inspiring curriculum that both challenges and provides a positive, rich experience for all making learning memorable.
- Ensure effective and appropriate pastoral support is available to pupils.
- Maintain the established, effective partnership with parent carer to support and improve pupils' achievement and personal development.

### **Effective Management of School Finances, Resources and Buildings**

The Headteacher will work in collaboration with the CFO to ensure that finances, operational activity, staffing and resource deployment are aligned with the Trust's financial planning, compliance requirements and long-term sustainability. The Headteacher will:-

- Deploy staff, resources and operational processes efficiently and effectively to deliver agreed objectives in line with the school's improvement priorities and the Trust's strategic and financial framework.
- Manage expenditure, allocation of funds and effective administration and control by the - effective management of the school's budget - rational allocation and monitoring of time, space and material resources.
- Manage and organise the site efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations for Stoke Prior First School.
- Ensure arrangements for the security and effective supervision of the school buildings, contents and the grounds.
- Ensure that any lack of maintenance, repairs or modification, including breaches of Health and Safety legislation is acted upon promptly and in accordance with the delegation arrangements of the LAGB.
- Ensure effective working relationships with external agencies and services contracted to the school, to the LAGB and the Trust.
- Work with Governors and senior colleagues to recruit and retain teaching and non-teaching staff of the highest quality.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

### **Governance Accountability and Partnership Working**

The Head teacher will account for the efficiency and effectiveness of the school to the community, and will:-

- Maintain a working environment in which all the staff recognise their professional responsibilities and that they are accountable for the success of the school.
- Ensure that all staff understand their professional responsibilities and are held to account in line with the Professional Teacher Standards.
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including Governors, ELT, Trustees, the local community, Ofsted, and others to enable them to play their part effectively.
- Ensure that parent carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- Continue to work with the wider community and stakeholders, strengthening these relationships.
- Provide information, objective advice and support to the LAGB and ELT to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.

- Ensure all staff are compliant with the latest safeguarding guidance and that all pupils and staff are aware of how to report any safeguarding concerns appropriately. Ensure all policies and procedures in are place which result in any queries being dealt with swiftly and effectively.
- Carry out any such duties as may be reasonably required by the LAGB, including ensuring the school operates effectively and efficiently within the required regulatory frameworks and meets all statutory duties.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Stoke Prior First School is committed to safeguarding and promoting the welfare of all children and young people. All successful applicants are subject to an Enhanced Disclosure via the Disclosure and Barring Service, along with other relevant employment checks.