

Gayton Junior School

Headteacher Job Description

Reporting to: The Governing Board, working with them, the Senior Leadership Team and other colleagues in relation to the key areas.

Main Purpose:

To provide professional leadership for the school in order to lead the school into excellence in all aspects of its work, to secure its success and improvement, ensure high quality education for all its pupils, to maintain and improve good standards of achievement, in our journey to become an outstanding school.

Strategic Direction and Development of the School

The Headteacher, working with the Governing Board, will develop a strategic view for the school in its community within the local, national context, and will:

- Lead by example, providing inspiring and purposeful leadership for the staff and pupils
- Work in partnership with the Governing Board, staff, parents/carers and our collaborative partner school in generating the ethos and values which will underpin the school
- Formulate the overall vision, aims and objectives for the school
- Raise standards and achievement, particularly in English and Maths, and ensure that pupils' achievement exceeds expectation
- Ensure the quality of teaching and learning, so that the overwhelming majority of teaching is good or better and has a positive impact on pupils' achievement
- Create and implement a shared and inclusive school development plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring pupils achieve high standards and make progress, increases teacher effectiveness and secures school improvement
- Ensure that all those involved in the school are committed to its 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
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Ensure that the management, finances, organisation and administration of the school support its vision and aims, are well controlled and are well regulated
- Maintain an effective and robust self-review process
- Ensure that policies and practices take account of national, local and school data, including inspection and research findings and the outcomes of school self-review
- Monitor and evaluate the performance of the school and respond and report to the Governing Board as required
- Monitor, evaluate and review the effects of the school's policies, priorities and targets and take action if necessary
- Ensure safeguarding policies and procedures are robust and effective

Teaching and Learning

The Headteacher, working with the Governing Board, will secure and sustain effective teaching and learning across all age ranges throughout the school and will:

- Monitor and evaluate teaching and learning and the standards of pupils' achievement and set targets for improvement
- Create and maintain an environment and a code of behaviour to promote and secure at least good teaching, effective learning, high standards of achievement, good behaviour and discipline
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that they:
 - Meet with statutory requirements
 - Are relevant to the needs of all pupils
 - Fulfil Headteacher's duties under the 1988 Education Act and any subsequent revisions, in relation to the National Curriculum and Religious Education
 - Lead to improved educational provision
- Maintain and develop effective links with the community, to extend the curriculum and enhance teaching and learning
- Create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development
- Promote a general culture of learning and a thirst for knowledge beyond the confines of the curriculum
- Ensure that improvements in English and Maths are priority targets for all pupils, including those with special educational needs and for those for whom pupil premium applies
- Determine, implement and organise a policy for Spiritual, Moral, Social and Cultural development of all pupils in the school
- Determine and implement policies which promote:
 - Self-discipline and regard for authority and the law
 - Good conduct and behaviour
 - Positive strategies for developing good race relations and dealing with racial incidents
 - Positive strategies and programmes for pupil support and clear guidance on exclusions and other disciplinary matters
- To participate, to such an extent as may be appropriate, having regard to the Headteacher's other duties, in teaching pupils in the school
- Embed systems that accurately identify underperformance and then enable the design of effective actions to address in a timely manner

Leadership and Management

The Headteacher will lead, motivate, support, challenge, develop and hold to account staff to secure improvement and will:

- Participate and oversee the recruitment of teaching and support staff

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment
- Implement and sustain effective systems for the management of staff performance, incorporating appraisal and target setting
- Lead, coordinate and monitor the continuing professional development of staff, including the induction of newly qualified teachers, based on assessment of needs and in relation to the standards for Qualified Teacher Status (QTS) and the standards for induction
- Lead and encourage the personal development of all staff
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers, including those for Headteachers
- Arrange for a Deputy Headteacher or suitable person to assume responsibility for the discharge of the Headteacher's function at any time when absent from school
- Develop good working relationships with governors, staff, pupils, parents/carers, our collaborative partner school, the community, local feeder schools, the LA and any other relevant stakeholders
- Promote community cohesion through extended services and links to the community to improve pupil outcomes
- Work closely with the Governing Board and enable it to meet its duties and responsibilities by providing a full range of information, advice and support

Efficient and Effective Deployment of Staff and Resources

The Headteacher will deploy staff and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and within the financial resources available from various sources. The Headteacher will:

- Contribute to the formulation of policies and procedures of the Governing Board concerning the school's resource and asset management
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control by:
 - Effective management of the school's budget
 - Rational allocation and monitoring of time, space and material resources
 - Ensuring effective and safe arrangements for the siting and storage of materials and equipment
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations
- Make arrangements for the security and effective supervision of the school buildings, their 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 Governing Board
- Ensure effective working relationships with external agencies and services contracted to the school, to the Governing Board and the LA
- To work with governors and senior colleagues to recruit and retain 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

Accountability

The Headteacher will account for the efficiency and effective of the school's stakeholders and will:

- Create and develop an organisation in which all the staff recognise that they are accountable for the success of the school
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the LA, parents/carers, OFSTED and others to enable them to play their part effectively
- Ensure that parents/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
- Provide information, objective advice and support to the Governing Board 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
- To carry out any such duties as may be reasonably required by the Governing Board

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of Gayton Junior School and may change either as your contract changes or as the organisation of the Gayton Junior School is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.