



Job Description – Headteacher

Responsible to: The Governing Body, Local Authority
Responsible for: All staff and students within the school

Job Description

This job description may be amended at any time following consultation between the Headteacher and Governing Body and will be reviewed annually.

Core Purpose of the Headteacher

Headteachers occupy an influential position in society and shape the teaching profession. They are lead professionals and significant role models within the communities they serve. The values and ambitions of headteachers determine the achievements of schools. They are accountable for the education of current and future generations of children. Their leadership has a decisive impact on the quality of teaching and pupils' achievements in the nation's classrooms. Headteachers lead by example the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff. They secure a climate for the exemplary behaviour of pupils. They set standards and expectations for high academic standards within and beyond their own schools, recognising differences and respecting cultural diversity within contemporary Britain. Headteachers, together with those responsible for governance, are guardians of the nation's schools.

Headteachers Standards 2015

Professional Responsibilities

To carry out the duties of the headteacher as set out in the current School Teachers' Pay & Conditions Document. 2017

Key Areas of Responsibility

1. Shaping the Future

Work with the governing body to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express core educational values and oral purpose, and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.



Actions

Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.

Work within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.

Demonstrate the vision and values in everyday work and practice.
Motivate and work with others to create a shared culture and positive climate.

Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.

Ensure that the strategic planning takes account of the diversity, values and experience of the school and community at large.

2. Leading Learning and Teaching

The headteacher has a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, with the employability skills needed for success in the work place.

Actions

Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning

Ensure that learning is at the centre of strategic planning and resource management

Establish creative, responsive and effective approaches to learning and teaching.

Ensure a culture and ethos challenge and support in which all pupils can achieve success and become engaged in their own learning

Demonstrate and articulate high expectations and set stretching targets for the whole school community

Implement strategies that secure high standards of behaviour and attendance

Determine, organise and implement a diverse, flexible curriculum and implement effective assessment framework

Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils

Monitor, evaluate and review classroom practice and promote improvement strategies



Challenge underperformance at all levels and ensure effective corrective action and follow-up

3. Developing Self and Working with Others

Effective relationships and communication are important in headship as the headteacher will work with and through others. Effective Headteachers manage him/herself and relationships well. Headship is about building a professional learning community that enables others to achieve. Through performance management and effective continuing professional development practice, the headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them, the headteacher should be committed to their own continuing professional development.

Actions

Treat people fairly, equitably, with dignity and respect to create and maintain a positive school culture

Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities

Develop and maintain effective strategies and procedures for staff induction, professional development and performance review

Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities

Acknowledge the responsibilities and celebrate the achievements of individuals and teams

Develop and maintain a culture of high expectations for self and for others, and take appropriate action when performance is unsatisfactory

Regularly review own practice, set personal targets and take responsibility for own personal development

Manage own workload and that of others to allow an appropriate work/life balance

4. Managing the Organisation

The headteacher will provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. The headteacher should ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment with good order and discipline. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the school, to build capacity across the workforce and ensure resources are deployed to achieve value for money. The headteacher should also seek to build successful organisations through effective collaborations with others.



Actions

Create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements

Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities

Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives

Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities

Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school

Implement rigorous performance management processes.

Manage and organise the school environment efficiently and effectively deploy resources to ensure that the needs of the curriculum and health and safety regulations are met

Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money

Use and integrate a range of technologies effectively and efficiently to manage the school

Promote the safety and well-being of pupils and staff

5. Securing Accountability

With values at the heart of their leadership, the headteacher has a responsibility to the whole school community. In carrying out this responsibility, the headteacher is accountable to a wide range of groups, particularly pupils, parents, carers, governors and the LA. They are accountable for ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community and for contributing to the education service more widely. The headteacher is legally and contractually accountable to the governing body for the school, its environment and all its work.

Actions

Fulfil commitments arising from contractual accountability to the governing body

Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes

Ensure all statutory guidance is implemented with positive impact and monitored effectively

Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation



Work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities

Achieving Personal Best

Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers

Reflect on personal contribution to school achievements and take account of feedback from others

6. Strengthening Community

Schools exist in a distinctive social context, which has a direct impact on what happens inside the school. School leadership should commit to engaging with the community to secure equity and entitlement. The headteacher should collaborate with other schools, the LA and business partners in order to bring positive benefits for students. They should work collaboratively at both strategic and operational levels with parents and carers, external agencies and other relevant professionals for the well-being of all children.

Actions

Build 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 racial harassment

Ensure learning experiences for pupils are linked into and integrated with the wider community

Ensure a range of community-based and business focused learning experiences

Collaborate and cooperate with outside agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being to ensure protection of pupils and their families

Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development

Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich students' experiences.

Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives

7. Safeguarding Children & Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and Keeping Children Safe in Education 2016 and expects all staff and volunteers to share this commitment.

Actions



The headteacher should ensure that:

The policies and procedures adopted by the governing body are fully implemented and followed by all staff.

Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.

All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.