

Job Description – Head teacher
Sutton Manor Community Primary School

Post:	Head teacher
Grade:	Group: ISR L13 – L19 (£51372 to £59536)
Responsible to:	The Governing Body and the Local Authority

Purpose of the Post:

Leadership and management of the school in order to promote effective education for all children within the framework provided by the policies of the Governing Body and the Authority with regard to all statutory requirements.

Duties and Responsibilities: The professional duties are as set out in the current (or future) School Teachers' Pay and Conditions Document, together with the additional duties set out below.

KEY AREAS OF RESPONSIBILITY

1. **STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL:**

- 1.1 To work with the Governing Body and staff, to determine and fulfil the Mission Statement.
- 1.2 To work with the Governing Body, in formulating the educational aims, objectives and targets of the school and policies for their implementation.
- 1.3 To ensure and agree the production of the School Improvement Plan.
- 1.4 To monitor and evaluate the performance of the school and its achievements, responding and reporting to the Governing Body as required.
- 1.5 To motivate staff and pupils through interest, encouragement and recognition.
- 1.6 To implement the Governing Body's policies on equal opportunities.
- 1.7 To participate, to such an extent as may be appropriate having regard to the headteacher's other duties, in teaching pupils at the school.
- 1.8 To ensure that the management, finances, organisation and administration, of the school support its vision and aims and are appropriate to the school's present and likely future resources.
- 1.9 To arrange for a deputy headteacher or other suitable person to assume responsibility for the discharge of the headteacher's functions at any time when absent from school.

2. **TEACHING AND LEARNING:**

- 2.1 To determine, organise and implement, in collaboration with other appropriate persons or bodies, a curriculum which:
 - (a) follows the curriculum policy of the Governing Body and meets statutory requirements;
 - (b) is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils, including those with Special Educational Needs;

- (c) fulfils the headteacher's statutory duties in relation to the Curriculum including the National Curriculum and the Daily Act of Collective Worship;
- 2.2 To develop means whereby:
- (a) school policies on curriculum, assessment, recording and reporting inform effective teaching and learning;
 - (b) the arrangements for teaching and learning form a co-ordinated, coherent curriculum entitlement for all pupils;
 - (c) information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in fulfilling their responsibilities for the school;
 - (d) there is continuity of learning and of progression for all pupils;
 - (e) challenging targets are set for pupil attainment leading to whole school improvement;
- 2.3 To provide a curriculum for the spiritual, moral, social and cultural development of all pupils.
- 2.4 To ensure appropriate pastoral care and guidance for all.
- 2.5 To determine appropriate pupil groupings which reflect the values of the school.
- 2.6 To determine and publicise the means for promoting:
- (a) pupils' self discipline;
 - (b) respect for self, others and authority;
 - (c) good behaviour on and off school premises in accordance with any written directions of the Governing Body.
- 2.7 To handle pupil disciplinary cases, in accordance with school policy and the provisions of the 1998 Education Act and subsequent legislation.
- 2.8 To promote a school ethos which extends opportunities for learning and encourages extra-curricular activities.

3 LEADING AND MANAGING STAFF:

- 3.1 To assist the Governing Body in determining the staffing structure of the school.
- 3.2 To assist the Governing Body and participate in the key task of selecting and appointing teaching and non-teaching staff.
- 3.3 To deploy and manage all teaching and support staff appointed to the school by allocating particular duties, including such duties of the headteacher as may be properly delegated, in a manner which is reasonable and consistent with their conditions of employment. Headteachers should take into account the work-life balance issues of teachers when deploying staff.
- 3.4 To ensure that cover is provided for absent teachers and is shared as equitably as possible.

- 3.5 To provide and develop good management practice, positive staff participation, effective communication and clear procedures.
- 3.6 To supervise and participate in arrangements made in accordance with the Regulations for the appraisal of the performance of teachers in the school, including to participate in the identification of areas in which he/she would benefit from further training.
- 3.7 To implement staff development policies as appropriate to:
 - (a) the induction of new and newly qualified teachers and other staff;
 - (a) the development of professional knowledge, skills and abilities including those necessary for career development;
 - (b) the provision of professional advice, support and training;
 - (c) the provision of references where relevant to career progression.

4. EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- 4.1 To implement the policies and procedures of the Governing Body concerning the resource and premises management of the school, in accordance with any legal requirements.
- 4.2 To allocate, control and account for those financial and material resources of the school which are delegated to the headteacher.
- 4.3 To ensure the security, maintenance and cleanliness of the school and its surroundings in accordance with any Local Education Authority regulations and Governing Body responsibilities under Health and Safety and other relevant legislation.
- 4.4 To seek to provide an attractive environment which stimulates learning and enhances the appearance of the school.
- 4.5 To ensure that the external agencies and services contracted to the school work effectively.

5 ACCOUNTABILITY:

- 5.1 In relation to the Governing Body:
 - (a) to advise and assist in the exercising of its functions;
 - (b) to attend meetings of the Governing Body (without prejudice to any rights the headteacher may have as a governor of the school);
 - (c) to report to the Governing Body as required.
- 5.2 In relation to the community:
 - (a) to develop and encourage community cohesion;
 - (b) to ensure that the school recognises and meets its responsibilities to the life of the local community;
 - (c) to develop links with local employers for the benefit of the pupils and the school;
 - (d) to prepare pupils for life in a multi-cultural society;

- (e) to promote a positive image of the school in accordance with the Mission Statement.

5.3 In relation to parents and those with parental responsibility:

- (a) to build an effective partnership between parents and the school, recognising them as the first educators of their children;
- (b) to promote understanding of the aims and ethos of the school by providing regular information to parents about:
 - i. the school curriculum;
 - ii. the progress of their children;
 - iii. other matters relating to teaching methods and organisation.
- (c) to contribute to the provision by the governors of a school prospectus;
- (d) to provide opportunities for dialogue between parents and staff and to encourage their involvement;
- (e) to promote involvement in the wider life of the school.

5.4 In relation to the Local Education Authority:

- (a) to ensure liaison and co-operation with officers and support services;
- (b) to work with officers in the monitoring and evaluation of the school according to such arrangements as may be required by and/or agreed between the Governing Body and the Local Education Authority;
- (c) to make such reports in connection with the discharge of the headteacher's functions as may properly be required;
- (d) to have regard to the provisions of the Code of Practice on Local Authority - School Relations.

5.5 In relation to other schools, colleges and educational bodies:

- (a) to promote continuity of learning, progression of achievement and curriculum development;
- (b) to arrange for effective transfer and induction of pupils;
- (c) to maintain effective liaison;
- (d) to maintain effective relationships with other schools;
- (e) to provide training and work experience placements for school and college students as appropriate and in accordance with school policy.

5.6 In relation to other professional bodies, agencies and services:

- (d) to liaise in the best interests of pupils or in the meeting of statutory obligations with other educational professionals, medical, social and other support services.

This post is subject to Disclosure.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.