

Headteacher Job Description

Wargrave Church of England Primary School

This appointment is with the governing body of the school under the terms of the National Society contract signed with the governors as employers.

The job description reflects the **National Standards for Headteachers** (2004). The Standards embody three key principles, namely that the work of headteachers should be: learning-centred, focused on leadership and reflect the highest possible professional standards. It also reflects the need for the headteacher to lead by example to ensure that the school demonstrates its Christian ethos in all its aspects.

The appointment is subject to the current conditions of employment of headteachers, contained in the **School Teachers' Pay and Conditions** document, other current educational and employment legislation, including the **GTC Code of Professional Values and Practice** and the terms of the National Society contract. In carrying out his/her duties, the headteacher shall consult, where appropriate, with the Local Authority, the governing body, the staff of the school, its pupils and the parents of its pupils.

A. The Core Purpose of the Headteacher in a Church school

The headteacher is the prime mover in creating, inspiring and embodying the Christian ethos and culture of this Church school, securing its Mission statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.

Thus, the core purpose of the headteacher is to provide professional leadership and management for the school within the context of the Trust Deed. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success the headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils within a strong Christian ethos.

The headteacher is the leading professional in the school. Accountable to the governing body, the headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims in accordance with its mission statement, and for the day-to-day management, organisation and administration of the school.

The headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, the Local Authority and Diocesan officers, higher education institutions and employers. Through such partnerships and other activities, headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school's church and wider communities, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

B. The six key areas of headship

1. Shaping the Future

Critical to the role of headship is working with the governing body and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the Church school community. This vision should express core educational values and moral purpose and derived from Christian values and summarised in the mission statement.

The headteacher will:

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Inspire and lead the worshipping community, which is the school.
- Work within the school and Church communities to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrate the vision and Christian values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive climate.
- Encourage creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and community at large.

2. Leading Learning and Teaching

Headteachers have 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 Christian environment promotes a learning culture which will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

The headteacher will:

- Enable 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.
- Provide, after consultation with the governing body over the arrangements, for the daily act of collective worship in accordance with the school's Trust Deed and Schedule 20 of the School Standards and Framework Act, 1988.
- Implement the policy of the Governing Body on Religious Education in accordance with the school's Trust Deed.
- Build a culture and ethos based on Christian values of challenge and support where 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.
- Within the school's Christian ethos, implement strategies which secure high standards of behaviour and attendance.
- Initiate and implement a diverse, flexible curriculum and implement an 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 headteachers manage themselves and their relationships well. Headship is about building a Christian learning community which enables others to achieve. Through performance management and effective continuing professional development practice, the headteacher supports all staff to achieve high standards, recognising their unique contributions as valued individuals. 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, headteachers should be committed to their own continuing professional development.

The headteacher will:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture in a manner consistent with the Christian ethos.
- 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 reflecting the mission statement 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 and spiritual development.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Act as spiritual leader to staff and pupils.

4. Managing the Organisation

In a Church school, the relationship between the mission statement and the provision of effective organisation and management should reflect the Christian aims. The headteacher will seek ways of improving organisational structures and functions based on rigorous self-evaluation within this Christian context. Headteachers should ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe Christian learning environment. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the school, nurturing them, in order to build capacity across the workforce and ensure resources are deployed to achieve value for money. Headteachers should also seek to build successful organisations through effective collaborations with others.

The headteacher will:

- Create an organisational structure which reflects the school's values trust deed and mission statement, and enables the management systems, structures and processes to work effectively and legally.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities which fit within its Christian ethos.
- Ensure that policies and practices take account of national, Diocesan 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 members of staff who are able and willing to contribute to the Christian ethos of the school, retaining and deploying them appropriately and managing their workload to achieve the vision and goals of the school.
- Implement successful performance management processes which reflect the Christian identity of the school with all staff.

- Challenge inappropriate staff behaviour and deal effectively with staffing issues, including those relating to conduct, competence and attendance.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- 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.

5. Securing Accountability

With Christian values at the heart of their leadership, headteachers have a responsibility to the whole school and Church community. They are accountable to a wide range of groups, particularly pupils, parents, carers, governors, parish, Diocese, and the LA. They are accountable for ensuring that pupils enjoy and benefit from a high quality Christian education, for promoting collective responsibility within the whole school community and for contributing to the education service more widely.

The headteacher will:

- 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 individual staff accountabilities are clearly defined, understood, nurtured 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.
- 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

Headteachers will be committed to engaging with the internal and external school community to secure Christian principles of equity and entitlement. They will collaborate with others in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents /carers, the Church and across other multiple agencies for the well-being of all children. Headteachers share responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent.

The headteacher will:

- Promote a vision of a Church school witnessing to its Christian values in its local community.
- 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 prejudice and dealing with harassment in a Christian manner.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- Ensure a range of Church and community-based learning experiences.
- Collaborate with Church and other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents /carers to support and improve pupils' achievement and personal development.

- Seek opportunities to invite parents/ carers, members of the Church family, community, business or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice with schools in the Diocesan family, working in partnership with others to promote innovative initiatives.
- Co-operate and work with relevant agencies to protect children.

The applicant will be required to safeguard and promote the welfare of children and young people and be faithful to the trust deed.

This job description forms part of the National Society contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to headteachers.

