

## **Job Description**

Post: Headteacher Chaddesley Corbett Endowed primary School

Date: January 2015

ISR: L12-L18

Responsible to: The Governing Body of Chaddesley Corbett Endowed Primary School

Responsible for: all staff within the school and nursery

## **Core Purpose**

To provide high quality professional leadership and management for the school and nursery, securing high standards of achievement in all areas of school operation.

To effectively manage teaching and learning as the school's lead professional, such that personalised learning opportunities maximise pupil progress and lead to full potential realisation.

To create a productive learning environment which engages and fulfils children, stimulates and inspires staff and secures the support of parents and the local community.

To be accountable to the board of governors and to work with members to provide vision and strategic direction.

To evaluate methodically and analytically all aspects of school performance to: identify priorities for continuous improvement ; raise standards; ensure equality of opportunity; develop policies and practices; ensure effective use of resources and ensure a fine match of day to day management, organisation and administration with the evaluative evidence base.

To secure the commitment of the wider community to the school by developing and maintaining excellent and effective partnerships with , for example, other schools; colleges; children's agencies; local authority personnel and local community groups.

## **Key Areas Of Responsibility**

### **1. Shaping The Future**

The Headteacher works 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 must express core educational values and overall purpose, and be inclusive of stakeholders' values and beliefs.

Actions:

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

Work with school community to translate the vision into agreed objectives and operational plans to promote and sustain improvement.

Demonstrate and model the vision and values in all work practices, thus securing a strong culture of integrity and learning purpose within a positive climate.

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

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

## 2. Leading Learning and Teaching

The Headteacher accepts responsibility for raising the quality of teaching and learning, for pupils' achievement, for setting high expectations and for monitoring and evaluating the effectiveness of learning outcomes. This will establish a successful learning culture which leads pupils to see themselves as effective, independent and lifelong learners.

Actions:

Ensure a consistent and continuous school wide focus on pupil 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.

Ensure a culture of creativity, challenge and support in which all pupils can succeed and engage fully in their own learning.

Demonstrate and articulate high expectations in line with stretching targets for the whole school community.

Implement strategies that secure the highest standards of attendance and behaviour.

Organise and implement a diverse, flexible curriculum alongside an effective and accurate assessment framework.

Monitor, evaluate and review classroom practice and act appropriately to challenge underperformance and secure improvement.

## 3. Developing Self and Working With Others

Commitment to continuous professional development must be modelled by the Headteacher and shared with all staff within a culture which sustains excellent relationships throughout the community and enables a distributive leadership model to drive the school forward.

Actions

Treat people equitably and respectfully in line with required school culture.

Engage all staff as members of a collaborative learning culture which includes links with other schools.

Develop and maintain effective strategies for induction and appraisal of staff at all levels according to policy.

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 achievements of all.

Maintain high expectations professionally for self and others. Engage in reflective practice and critically challenge any underperformance appropriately.

Manage own workload and that of others to sustain a healthy balance of work and general life.

#### 4. Managing the Organisation

The success of the organisation is dependent on the fully effective management and organisational structures based on rigorous self-evaluation. Roles and responsibilities must be clear and continuously examined to secure a building of capacity within the workforce which matches high aspirations for continued success.

##### Actions

Create an organisational structure which reflects school values and enables management systems, structures and processes to work effectively in line with legislation.

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 financial and human resources effectively and efficiently to achieve set goals.

Recruit, retain, deploy and appraise staff effectively and manage their workload to achieve the school's vision and goals, while providing evidence for performance related pay award recommendations for governors. Manage the school environment to ensure it meets curriculum and safety needs.

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

Use technology effectively to aid management.

#### 5. Securing Accountability

School values must be at the core of every action within school, which the Headteacher must model these at all times and secure an equivalent compliance from all staff. Accountability is to all recognised stakeholders. 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 culture which enables all to work collaboratively, share knowledge and skills, celebrate success and accept responsibility for outcomes.

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

Work closely with the governing body to enable it to meet its responsibilities.

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

Reflect on own contributions in light of formalised feedback from others.

#### 6. Strengthening Community Relationships.

The Headteacher must commit to engage with the internal and external community to secure equity and entitlement, share expertise and learn. The Headteacher shares responsibility for leadership of the wider educational system and must acknowledge that school improvement and community development are interdependent.

Actions:

Build a school culture that embraces the richness and diversity of modern communities, locally, nationally and globally.

Create and promote positive strategies for challenging prejudice and preventing radicalisation.

Ensure pupils' learning experiences link well with the wider community.

Collaborate with other agencies to share in provision for academic, spiritual, moral, social, emotional and cultural well-being.

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

Seek opportunities to invite parents and carers, community figures, businesses, sporting and other organisations into school to enrich its value to the wider community.

Cooperate effectively with all agencies involved in child protection within a robust school culture of safeguarding which permeates all activity.

#### 7. Safeguarding Children and Safer Recruitment

The school is committed to safeguarding and promoting the welfare of all children and young people and to striving to secure the robust culture within the school which supports this commitment.

Actions

Ensure all safeguarding/child protection/health and safety and other allied policies within school are adhered to at all times.

Ensure sufficient time is allocated to allow the designated persons for safeguarding to discharge their responsibilities.

Ensure that all staff and volunteers/visitors feel able to raise concerns about practice/individuals easily and understand that these will be dealt with sensitively in line with safeguarding and whistleblowing protocols.