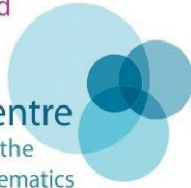


Professional Development
Accredited Lead

National Centre
for Excellence in the
Teaching of Mathematics



Worlds End Junior School

Job Description - Headteacher

The Headteacher will provide professional leadership and vision for the school which ensures its continued success and improvement with all members of the school community. They will provide an environment for teaching and learning that empowers both pupils and staff to achieve their potential.

The governing board is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Leading and Managing Staff

The role of the Headteacher is one of leadership. In the teaching and management of staff their unique contribution as individuals should be valued and recognised

The Headteacher will:

- Set a strong vision and strategic direction for the school
- Lead by example; set a model of professionalism, conduct and presentation, demonstrating high standards of expertise and commitment
- Establish a whole school culture of safeguarding, ensuring that safeguarding is a high priority amongst staff and pupils, promoting the welfare and safety of all children
- Maximise the contribution of staff to improve the quality of education provided and standards achieved
- Ensure that constructive working relationships are formed between staff, pupils and families
- Implement and sustain effective and robust procedures for the performance management of staff
- Motivate and enable all staff in the school to carry out their respective roles to the highest standard

	<p>through high quality CPD based on assessment of needs and systematic monitoring and evaluation</p> <ul style="list-style-type: none">• Effectively lead and manage school staff in ways that reflect and meet the policies of the governing board, ensuring that professional duties are fulfilled, as specified in the School Teachers Pay and Conditions Document, including those of the Headteacher• Actively engage in the arrangements made in accordance with the regulations for Headteacher appraisal and embrace the opportunities for their own continued professional development• Ensure that a suitably nominated person assumes responsibility for the discharge of the Headteachers functions at any time when absent from school• Establish a performance framework, utilising a range of data to monitor pupil progress and make improvements based on secure evidence• Ensure that learning is at the centre of strategic planning and resource management which ensures that each pupil has equality of opportunity to achieve their full potential, raising attainment and aspiration at all levels of ability.• Build and develop an environment underpinned by a code of behaviour that promotes and secures excellent teaching, effective learning, high standards of achievement and exemplary behaviour• Determine, develop and implement a policy for the spiritual, moral and cultural development of pupils and their personal and health education
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	<ul style="list-style-type: none"> • Promote respect and understanding of diverse cultures, languages, ethnic communities and faiths • Monitor, review and evaluate the quality of teaching and learning, ensuring high standards of achievement for all pupils • Implement and evaluate positive strategies and programmes which ensure good pupil behaviour, conduct and discipline • Provide clear support and guidance in respect of pupil exclusions, in accordance with local and national policy • Develop and maintain effective links with business and industry in order to extend the curriculum and enhance teaching and learning • Provide pupil centred extra-curricular activities in accordance with the educational aims of the school and which extend the horizons for pupils
<p>Efficient and effective deployment of staff and resources</p> <p>Ensuring that the deployment of all staff, finance, resources, time and energy reflect the aims of the school community and meet the needs of all pupils</p>	<p>The Headteacher will:</p> <ul style="list-style-type: none"> • Assume the responsibility for the day-to-day organisation, staffing and management of the school • Set high standards of financial probity and financial management, and ensuring that these are communicated to staff • In partnership with governors and senior colleagues, create an environment that attracts and retains staff of a high calibre, who are passionate and strive for excellence, and who share and contribute to the school ethos • Work with senior colleagues to deploy and develop staff effectively in order to improve the quality of education and raise standards • Manage and organise the school environment efficiently and effectively to ensure that it meets

	<p>the needs of the curriculum and health and safety regulations</p> <ul style="list-style-type: none">• Make appropriate arrangements for the security and effective supervision of the school buildings, their contents, and the school grounds• Report to a range of stakeholders, including governors, the LA, the local community, Ofsted and others, to enable them to hold the school to account for the educational performance of pupils• Develop and implement clear and transparent mechanisms which inform parents, carers and pupils about the curriculum, attainment and progress, as well as the contribution they can make in supporting their child's learning and achieving school improvement targets• Carry out any such duties as may be reasonably required by the governing board
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