



Post of Headteacher – Job Description

Job Title HEADTEACHER
Responsible to The Governing Body

Principal Responsibilities The headteacher will be responsible for the internal organisation, management and control of the school in accordance with safeguarding and Health and Safety legislation, the policies of the governing body (including its annual budget) and applicable legislation. The headteacher, working with the governing body, senior leadership team and school staff will develop a strategic view for the school in the context of its wider community and will ensure accurate school self-evaluation to inform school improvement planning.

Specific Responsibilities

Qualities and knowledge

Headteacher:

1. Hold and articulate clear values and moral purpose, focused on providing a worldclass education for the pupils they serve.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Have a strong understanding and knowledge of EYFS and day care provision.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Pupils and staff

Headteacher:

1. Demand ambitious standards for all pupils, through an inclusive approach where all children are valued, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
3. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
4. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
5. Hold all staff to account for their professional conduct and practice.

Systems and process

Headteacher:

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
3. Continue to expand and enhance the use of the school's excellent location and grounds by identifying curriculum opportunities for teaching and learning and devising creative and exciting holiday club provision.
4. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
5. Welcome strong governance and actively support the governing board to understand its role.
6. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's objectives and sustainability.
7. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

The self-improving school system

Headteacher:

1. Create an outward-facing school which will work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Challenge educational practice in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Continue to evolve and develop the school displaying innovation and initiative to ensure the school maintains its position as a school of choice in the local market.
5. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.
7. Seek and maintain membership of Incorporated Association of Preparatory Schools.
8. Prepare the school for ISI inspections aiming to maintain the 'Outstanding' and "Excellent" judgments achieved in the past.

Customer Care - To continually review, develop and improve systems, processes and services in support of the School's pursuit of excellence in service delivery. To recognise the value of its people as a resource. Fostering positive relationships with our customers and seeking their feedback to inform our improvement plan.

Promoting equality and diversity - To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect and to ensure that what our customers tell us is valued by reporting it back into the organisation. To promote and participate in the work to eliminate discrimination; advance equality of opportunity; and foster good relations between our diverse communities.

Developing Self and Others - To use processes and put processes in place to generate a learning environment. To focus on the strengths and requirements of all individuals and enable them to further their skills and knowledge. To actively pursue your own development. To be self-aware and a role model for continuous self-development.

Safer Recruitment – The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.