



Job Description – Primary Headteacher

Headteacher at Alban Wood Primary School and Nursery

This job description should be read in conjunction with the National Conditions of Employment for Headteachers

Core Purpose

The Headteacher will be responsible for the internal organisation, management and control of the school. This includes safeguarding legislation, the current School Teachers' Pay and Conditions Document, the National Standards of excellence for Headteachers, the policies of the governing body (including its annual budget), applicable legislation and the policies of Hertfordshire County Council. 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

Strategic direction and development of the school

- To support the governing body in shaping the strategic direction of the school
- To ensure that all aspects of school performance are monitored and evaluated in a robust, cyclical manner and to maintain a record of self evaluation and areas for improvement
- To ensure that a school development plan based on robust self evaluation, is in place, is delivered, and impacts on school improvement
- To propose to the governing body's Finance, Personnel & Premises Committee a balanced budget which meets the needs and addresses the strategic priorities within the school development plan
- To be the governing body's principal professional adviser
- To support the governing body in challenging and supporting the school effectively so that weaknesses are tackled decisively and statutory responsibilities are met, by providing timely and relevant information on:
 - progress against school development plan
 - pupil attainment, progress and achievement and quality of teaching and learning
 - actions arising from last SFVS (Schools Financial Value Standard) audit
 - child safeguarding, bullying, exclusions, attendance & racial incidents
 - such other matters as the GB needs to be informed about in order to be effective
- To promote high rates of attendance and analyse attendance data
- To take opportunities to generate new income where appropriate
- To work with the governing body to ensure that the school meets the requirements of the SFVS (Schools Financial Value Standards)
- To ensure compliance with all applicable LA and DfE policies, in consultation with governors, staff and Herts for Learning
- To provide all necessary information to the LA and DfE
- To consult with LA and DfE representatives as appropriate
- To present the LA and DfE guidance, requirements and advice to governors and staff, when formulating school policy

- To work in partnership with the Hertfordshire Improvement Partner in accordance with guidance from the LA.

Teaching and Learning

- To be accountable for the teaching and learning within the school
- To develop continually all staff members in the performance of their work by, for example, providing clear expectations and guidance, in order to build the school's capacity for sustained improvement
- To ensure that pupil assessment is accurate and pupil performance information is used regularly and effectively to inform planning
- To ensure that pupils receive an effective and appropriate education according to their individual needs and abilities to enable them to meet all targets and secure enjoyment and achievement in learning
- To ensure the ongoing monitoring and regular evaluation and development of the curriculum
- To ensure that all groups of pupils, in particular vulnerable groups, achieve the best outcomes and any differences in attainment or progress are eradicated.
- To promote and maintain high expectations for behaviour, ensuring that pupils' behaviour makes a positive contribution to their learning and progress and the school's Behaviour Policy is implemented consistently across the school.
- To ensure that the National Curriculum, Religious Education, PSHCE and British Values are delivered as a minimum entitlement, and that collective worship takes place in accordance with legal requirements
- To ensure the curriculum is motivating, demanding and carefully matched to the needs of all pupils.
- To ensure that the school takes account of local and national initiatives and policies relevant to teaching and learning in the delivery of a broad and rich curriculum including extra-curricular learning opportunities
- To ensure that the school contributes fully to the wellbeing, safety, enjoyment and achievement of each pupil within school.

Leadership and Management

- To maintain high morale and to set an example of professional standards and leadership
- To ensure that all staff are vigilant in following the school's safeguarding practices and a strong culture for safeguarding is evident across the school's work.
- To implement the governing body's performance management policy, providing guidance, support and training as appropriate
- To work with governors to ensure that performance appraisal drives improvements in performance and is linked to pay decisions
- To be proactive in ensuring that all staff take responsibility for their continuing professional development and performance
- To monitor and review staff deployment to ensure the most effective use of human resources
- To take overall responsibilities for the appointment of all staff of the school in collaboration with the governing body
- To maintain a single central record in line with current legislation
- To maintain links with organisations representing staff
- To monitor the monthly budget statements and to take action as appropriate, bringing any actual or anticipated overspend to the immediate attention of the Chair of the Finance, Personnel & Premises Committee
- To present the termly budget statements to the Finance, Personnel & Premises Committee with an analysis of the figures therein to allow the Chair of Governors to countersign the return to Hertfordshire County Council.

Community Cohesion and Pastoral Care

- To be responsible for promoting and safeguarding the welfare of children and young persons
- To maintain an ethos in which all individuals feel valued and where personal endeavour and responsibility are encouraged and embedded within the school and wider community.
- To maintain an environment where all members of the school community actively demonstrate their care and concern for everyone and fulfil the requirements of the school's equalities policies paying particular attention to vulnerable learners and hard to reach families
- To arrange for parents/carers to be given regular information about the progress of their children and other educational issues
- To work with parents and carers to ensure children have access to extended services, extra-curricular opportunities, homework and other educational and social experiences
- To ensure that the school is an integral part of the local community
- To take account of, and respond to feedback sought from pupils, parents and the wider community
- To promote and engage in effective integrated practice including common assessment framework processes

Other

- To liaise as necessary with any other recognised body or agency in the furtherance of the school's needs, or those of any pupil, employee or parent/carer
- To establish and implement policies which ensure that the security, safety, maintenance and cleanliness of the school and its surroundings conform to statutory and local regulations.

This job description will be reviewed at least annually as part of your Performance Management programme.

13 March 2017