



Bayford (C of E) Primary School and Nursery

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Headteacher
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BAYFORD (C of E) PRIMARY SCHOOL AND NURSERY Job Specification – Headteacher

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 the national extended schools agenda in accordance with safeguarding legislation, the current School Teachers' Pay and Conditions Document, 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.

At Bayford, the Headteacher will provide vision, leadership and direction, focusing on continuous school improvement.

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
- Work on the Ofsted action plan, driving improvements and shaping strategies and visions for the future accordingly
- To propose to the governing body's Resources Committee a balanced budget which meets the needs and addresses the 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 financial auditing
 - ❖ child safeguarding, bullying, exclusions, attendance & racial incidents
 - ❖ such other matters as the GB needs to be informed about in order to be effective
- 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 Financial Management Standards in Schools
- To ensure compliance with all applicable LA and DFE policies, in consultation with governors and staff, including Hertfordshire Learning Partnership
- 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 the SIP handbook.

Leading Learning and Teaching

At present the class structure and staffing mix requires the Head Teacher to provide occasional classroom based teaching provision. This arrangement is regularly reviewed by the Governing body and senior teaching team.

- 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 teaching is differentiated for all levels of ability within year groups, including catering for the needs of SEN children and Gifted and Talented children
- 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 the behaviour management policy of the school is implemented consistently and is effective
- To ensure that the National Curriculum, Religious Education, PSHCE and Citizenship are delivered as a minimum entitlement, and that collective worship takes place in accordance with legal requirements
- 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

Leadership and Management

- To maintain high morale and to set an example of professional standards and leadership
- To ensure staff and volunteers raise concerns about poor or unsafe practice.
- To implement the governing body's performance management policy, providing guidance, support and training as appropriate
- 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 deal with staff performance issues promptly, should they arise
- 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 enhance links with neighbouring and comparable schools
- 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 Resources Committee
- To present the termly budget statements to the Resources Committee with an analysis of the figures therein to allow the Chair of Governors to countersign the return to Hertfordshire County Council.

Strengthening 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, extracurricular 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.