



Headteacher Job Description

Salary: Leadership Scale L18-L24 £75,675 - £87,651 per annum

Responsible to: The Governing Body of Earlsdon Primary School

Responsible for the Leadership and Management of all staff at Earlsdon Primary School

The Headteacher will have overall responsibility for the organisation and management of the whole school. The Head teacher will deliver vision, leadership and strategic direction to secure the overall effectiveness and continued improvement of the school.

The Headteacher is accountable to the school's Governing Body. The current School Teachers' Pay and Conditions Document sets out the range of duties and responsibilities of a Headteacher, and therefore this Job Description is aligned to this document.

CORE PURPOSE

The core purpose of the Headteacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success the Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils.

As the leading professional in the school, the Headteacher is accountable to the Governing Body and will provide vision, leadership and direction for the school and ensure it is managed and organised to meet the aims and objectives. The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement; raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day to day management, organisation and administration of the school.

The Headteacher, working with and through others, will secure the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, other schools generally and those within the network, other services and agencies for children, the local authority and higher education institutions. The Headteacher will be expected to contribute to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment, which is engaging with an exciting curriculum that is fulfilling for all pupils.

Leadership

- Defines and implements the school's vision and strategy so that it is understood, agreed and acted upon across the school community.
- Identifies priorities and targets for ensuring that pupils achieve high standards and make good progress, increases teachers' effectiveness and secures rapid school improvement.
- Plans for the future needs and further development of the school.
- Is an inspiring communicator to different audiences across the school community.
- Challenges, motivates and develops all staff to raise their performance and thereby achieve their career aspirations.
- Leads by example, is personally visible and observably committed to the school.
- Demonstrates a consistent and flexible leadership approach.
- Engages, develops and nurtures all staff.

Teaching and Learning

- Develops and agrees a teaching and learning policy that meets statutory and pupil requirements and meets the school's aims and needs.
- Implements highly effective strategies to support and challenge teachers to achieve teaching and learning outcomes e.g. through coaching, observation, pupils' progress assessments, assessment of work completed by the children and any other means deemed appropriate
- Operates systems for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using data to identify areas for development and support **all** pupils
- Promotes excellence in teaching and learning, using the latest evidence base, ensuring a continuous focus on pupils' achievement and the development of the whole child.
- Ensures that a varied and rich educational experience is available for all pupils, including a variety of extra-curricular opportunities.
- Ensures that effective and appropriate pastoral support is available to pupils.
- Ensures there are systems for and appropriate action in relation to individual pupil progress and achievement, maintaining high expectations for all pupils.
- Through measurement and analysis identifies and acts on areas for development in relation to all aspects of school improvement.

Relationships

- Demonstrates inclusiveness and respect in dealings with pupils, staff and others within the school community.
- Promotes personal responsibility, recognises excellence and challenges underperformance appropriately.
- Ensures a high standard of professional development for all staff.
- Develops effective teams.
- Demonstrates personal resilience and sustains that of other staff.
- Sustains an ethos where pupils, staff and the school community feel able to contribute to the development of the school.
- Demonstrates the personal capability to coach for high performance and develop coaching within school management as standard.
- Manages change through consultation and engagement with all partners.

School Improvement

- Demonstrates a constant drive for school improvement
- Is aware of and responsive to developments in educational policy, techniques, leadership and management practice.
- Ensures the successful delivery of the vision, aims, ethos, strategy, goals and objectives of the school.
- Creates school systems and structures in support of agreed outcomes and priorities.
- Monitors the effectiveness of school policies and amends them appropriately in order to support school improvement or compliance with laws, regulations or educational policies.
- Uses data to identify areas for development and school improvement and shares these with all stakeholders.
- Promotes collaboration and the exchange of ideas within school and across schools.
- Creates, implements and monitors school improvement plans.

Management

- Recruits, develops and retains staff of the highest quality.
- Plans for and deploys all staff effectively in order to improve the quality of outcomes.
- Manages the effective application of school pay and performance policy.
- Works with unions or other employee representatives where required to do so.
- Works with school leadership and the Governing Body to set an annual budget consistent with school priorities.
- Manages and monitors schools finance effectively and strategically in order to ensure best use of resource, effective outcomes and sustainability.
- Ensures the school operates best value principles in purchasing of goods and services and the allocation of school capital expenditure.
- Works in partnership with the local education authority, network schools, other schools not necessarily in the network and other agencies.
- Ensures the school sets and maintains high standards for health, safety and well-being.
- Ensures that safeguarding processes, procedures and training are up to date, monitored and effective.
- Works closely with and reports openly to the Governing Body on the performance of the school and the progress of action plans.

Community

- Ensures effective community engagement including pupils, staff, parents/carers, local residents and other partners.
- Sustains the effective partnership with parents/carers and the PTA.
- Maintains positive relationships with other schools, to ensure the smooth transition of pupils and network development.

Dated: February 2025