



HEAD TEACHER JOB DESCRIPTION

Strategic Vision and Direction

- Set the school's values and strategic direction and set high expectations of achievement for staff and students.
- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by staff, governors, parents and the community
- Demonstrate the vision in your everyday work and practice
- Motivate and work with others to create a shared culture and positive climate
- Ensure that strategic planning takes account of the diversity and experience of the school and community
- Ensure that your leadership takes account of research and good practice to enhance and extend the learning experience of pupils

Leading Learning and Teaching to ensure

- Teaching responds to the needs and aspirations of pupils and acknowledges their individual need; a clear focus on raising the achievement of all pupils.
- Work with The Deputy Head teacher to secure and sustain effective teaching and learning throughout the school.
- Monitoring and evaluating the quality of teaching and standards of attainment, using relevant benchmarks, and setting targets for improvement.
- Ensure a focus on promoting improvement
- Ensuring a broad and balanced curriculum across all year groups with appropriate planning for all needs and abilities.
- Ensuring appropriate pastoral care
- Demonstrate a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Challenge underperformance at all levels and provide support to improve performance

Developing Self and Working with Others

- Responsibility for the leadership of a learning community with management of staff should demonstrate an awareness of their unique contribution as individuals.
- The school leadership should motivate, support, challenge and develop staff.
- Through a visible presence on a day-to-day basis and at school events, create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development
- On a day-to-day basis, provide guidance and leadership to ensure the highest possible standard of pupil care, record keeping and communication
- Take a lead role in managing pupil behaviour across school and additionally by consistently modelling and implementing the agreed policy for pupil behaviour

- Take a lead role in the pastoral care of all staff to develop positive working relationships and sustain motivation, with and between all staff
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
- Regularly review own practice, set personal targets and take responsibility for your own personal development
- Manage own workload and that of others to allow an appropriate work/life balance

Managing the Organisation

- Undertake full responsibility for all matters relating to the school.
- Help all staff to understand and fulfil their statutory responsibilities through observation, feedback, support and modelling
- Line manage and act as Performance Management reviewer for staff
- Ensure the development and maintenance of high morale and confidence amongst all staff and set an example of high professional standards and leadership
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all provide value for money
- Communicate relevant information to all staff in a timely and organised manner

Accountability

- Attend LA Meetings and termly meetings of the Full Governing Body where you will be required to provide information and advice as required
- Support in the development of and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers
- Reflect on personal contribution to school achievements and take account of feedback from others developing and maintaining positive relationships with the local community; continue developing links with local business and volunteer community for the benefit of the pupils and the school; and promoting a positive image of the school