



JOB DESCRIPTION

Job Title:	Head Teacher	Job Number:	
Directorate	Coventry City Council	Post Number:	
Service:	Services for Schools	Grade:	LHT
Location:	Whitley Abbey Primary School		

At Whitley Abbey...

We aim for everyone to be valued, safe and happy.

We nurture the mental and physical wellbeing of our community.

We celebrate life experiences and enjoy sharing new ones together.

Through rich learning opportunities we help children to develop a love of learning.

We strive to open children's minds to life's possibilities.

Through the Whitley Core Values we develop kindness, friendship, courage, honesty, resilience and gratitude.

We are proud to have Team Whitley in our hearts.

Leadership Scale Group 3 Salary range 15 – 24

Responsible to: The Board of Governors of Whitley Abbey Primary School

Responsible for the leadership and management of all Whitley Abbey Primary School staff

Key Responsibilities

- ♦ To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions document relating to the Conditions of Employment of Headteachers.
- ♦ To meet the National Standards for Headteachers as published by the DfE.
- ♦ To establish and maintain a positive school ethos, vision and strategic direction in partnership with the Governing Board and through consultation with the school community.
- ♦ To promote and safeguard the welfare of all children.
- ♦ To promote an inclusive culture where pupils experience a positive and enriched school life.
- ♦ To develop and maintain effective relationships with parents and all members of the school and wider community to enhance the education of all pupils.

Qualities and Knowledge

- ♦ Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.
- ♦ Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
- ♦ Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around you.
- ♦ Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- ♦ Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- ♦ Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Pupils and Staff

- ♦ Have high expectations for all pupils overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their teaching on pupils' outcomes.
- ♦ Identify priorities and targets to ensure that pupils achieve high standards and make good progress, increasing teachers' effectiveness and securing good school improvement.
- ♦ Challenge, support, motivate and develop all staff to raise their performance by reference to their performance targets.

- ♦ Monitor and evaluate the effectiveness of the curriculum to ensure it is providing the best opportunity for pupils to enjoy and achieve their potential.
- ♦ Have a duty of care regarding staff welfare

Systems and Processes

- ♦ 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.
- ♦ Provide a safe, calm and well-ordered environment for all pupils/staff, focused on safeguarding pupils and developing exemplary behaviour in school and in wider society.
- ♦ 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.
- ♦ Welcome strong governance and actively support the Governors to understand their role and deliver their functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
- ♦ 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 sustainability.

The Self-improving School

- ♦ Create an outward-facing school which works with other schools and organisations in a climate of mutual challenge to champion best practice and secure excellent achievements for all.
- ♦ Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- ♦ Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced research to frame a self-regulating and self-improving school.
- ♦ Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- ♦ Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- ♦ 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.