



JOB DESCRIPTION

Headteacher

Eardisley C E Primary School

"In all that we do our values shine through."

Date: May 2024

Salary range: L6 to L12

The Core Purpose of the Headteacher of Eardisley C E Primary School

The Headteacher, in a full-time permanent role, is the leading education professional, inspiring staff, children, parents and carers through a strong values-based culture, and embodying the Christian character of this voluntary controlled church school.

Accountable to the governing body, the Headteacher provides vision, leadership and direction, ensuring the school is managed and organised to meet aspirations and to meet statutory requirements.

The Headteacher manages teaching and learning, promoting high expectations to realise the potential of all pupils:

- evaluating the school's performance
- identifying priorities for continuous improvement, overcoming problems and raising standards
- ensuring equality of opportunity for all
- leading and monitoring school self-evaluation and development planning
- developing policies and practices
- ensuring that resources are efficiently and effectively used to achieve the school's aims.

The Headteacher is responsible for all school staff, and for the day-to-day management, organisation and administration of the school, including maximising number on roll to enable an effective well-resourced class structure.

The role of Headteacher at Eardisley C E Primary School carries a class teaching commitment of a minimum of one day a week.

The Main Duties of the Headteacher of Eardisley C E Primary School

Safeguarding

In accordance with current versions of 'Keeping Children Safe in Education,' and 'Working Together to Safeguard Children,' (or current equivalent documents), the Headteacher, as the school's Designated Safeguarding Lead, must safeguard and promote the welfare of all children. The Headteacher holds all staff and volunteers accountable for their contribution to safeguarding regulations and keeps required records. The Headteacher is responsible for maintaining the culture of professional curiosity in order to protect children from harm, and must liaise effectively with relevant bodies and departments in order to fulfil the school's safeguarding policy.

The Headteacher will:

- Ensure staff and pupil's safety and welfare through effective approaches to safeguarding as part of a duty of care.
- Manage staff well with due attention to workload and wellbeing.
- Ensure rigorous approaches to identifying, managing and mitigating risk, including online safety and ensuring filtering and monitoring systems and processes are in place.

Qualities and Knowledge

The Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful social relationships across the school community.
- Serve in the best interests of the school's pupils.
- Lead by example, with integrity, creativity, resilience, clarity and spirituality, drawing on their own scholarship, expertise, skills, and wisdom and that of those around them.
- Sustain wide, current knowledge and understanding of education locally, nationally and globally, and pursue continuous professional development that reflects the needs of this values-driven Church of England school.
- Work with discretion, integrity, and political and financial astuteness.
- Ensure high quality RE and collective worship, enabling the school community to flourish and grow spiritually.

Pupils and Staff

The Headteacher will:

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equity, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and are clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.
- Fulfil the role of SENCo in the school. Promote a culture and practices that enables all pupils to access the curriculum. Have ambitious expectations for all pupils with SEN and disabilities. Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate. Make sure the school fulfils statutory duties regarding the SEND Code of Practice.
- Secure excellent teaching through an analytical understanding of how pupils learn, as well as of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.

- Motivate and support all members of staff to develop their own skills and subject knowledge, and to support each other through a culture of professionalism.
- Identify staff talents, managing subject coordinators effectively, while coaching current and aspiring leaders in a climate where excellence is the standard.
- Be mindful of succession planning.
- Hold all staff to account for their professional conduct and practice.
- Establish, promote and respect an inclusive culture that promotes equity and an understanding of diverse cultures, faith groups' languages and ethnic groups so that all pupils experience a positive and enriching school life.
- Act as a spiritual as well as professional leader to staff and pupils.
- Celebrate achievement in the development of the whole child and not only those matters that are measured externally.
- Actively promote the Eardisley C E Primary School Wellbeing Charter.
- Prepare pupils for their next phase in education and in life.

Systems and Process

The Headteacher will:

- 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 and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in wider society as they develop self-worth and an understanding of the worth of others.
- 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 governing body to understand its role and deliver its functions effectively – in particular its functions to set this Church School's strategy and hold the head teacher to account for pupil, staff and financial performance.
- Drive strong 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.
- Make sound decisions in the best interests of staff and pupils in the school.

Teaching, curriculum and assessment

The Headteacher will:

- Establish and sustain high quality teaching across all subjects and phases, based on evidence.
- Ensure teaching is underpinned by subject expertise.
- Effectively use formative assessment to inform strategy and decisions.
- Ensure the teaching of a broad, structured and coherent curriculum.

- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable and proportionate approaches to assessing pupil's knowledge and understanding of the curriculum.
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read.

The Self-Improving School System

The Headteacher will:

- Create an outward-facing church school that works with other schools and organisations, including the Diocesan Education team, in a climate of mutual challenge, to champion best practice and secure excellent achievements for all pupils.
- Develop effective relationships with fellow professionals and colleagues in other public services, parents/carers and the church community to improve academic and social outcomes for all pupils.
- Shape the current and future quality of staff through high quality training and sustained professional development.

Accountability

The Headteacher will:

- Provide information, advice and support to the governing body to enable it to meet its responsibility for securing effective teaching and learning, improved standards of achievement and value for money.
- Deliver compliance with legal requirements (for example the General Data Protection Regulation, GDPR and those relating to health and safety).
- Present accounts of the school's performance in a form appropriate to a range of audiences – governors, parents, Diocese, local community, OFSTED, the Local Authority.
- Ensure that parents and pupils are well informed about the wider curriculum and targets for Improvement.

Community

The Headteacher will, with the support of the governing body:

- Promote and drive forwards a close relationship with local churches and village organisations such as early years providers, as well as facilitate appropriate use of school premises.
- Work closely with local groups and stakeholders to maximise the contribution made by the school within the community.
- Enable the school to continue to liaise with values-based organisations nationally and internationally, raising the profile of the school and widening aspirations beyond the local community.
- Be mindful of providing the children with experiences beyond those that are familiar to them.

Additional Requirements

This job description outlines the main duties of the post, incorporating the National Standards of Excellence for Headteachers, but does not exclude other duties which may be undertaken to ensure the efficient operation of the school. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

The appointment is subject to the current conditions of employment of Headteachers, contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation.