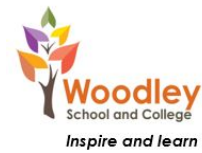


## Headteacher Job Description



**Responsible to:** The Governing Body

**Salary:** L28 – L34

### Prime Objectives of the Post

The postholder, supported by the Governing Body, will create a shared vision and strategic plan which inspires and motivates our children and young people, staff and all other members of the school community. The postholder will provide high quality professional leadership and management for the school, securing high standards of achievement in all areas ensuring accurate and rigorous school self-evaluation to inform both the leadership team and the governing body in respect of school improvement planning.

The postholder will be required to undertake the duties set out in their professional responsibilities as detailed in the School Teacher's Pay and Conditions Document and other statutory frameworks and to act in accordance with the national standards for headteachers.

### Strategic direction

- To establish and maintain the school's ethos and strategic direction working closely with governors including consultation with the school community
- To lead the strategic direction and development of the school and the formulation, implementation and monitoring of school improvement plans based on rigorous school self-evaluation
- To take an overview (supported by the governing body) of operational and business plans and to take lead responsibility for delivering the curriculum, teaching and learning in the school
- To present to the governing body a balanced budget which addresses the priorities identified within the school development plan and satisfies financial requirements.

### Leadership and management

- To promote positive and respectful relationships ensuring that management structures and deployment of resources support an efficient, effective and safe learning environment and build capacity across the workforce
- To ensure that the learning experiences, healthcare, pastoral care and administration meet the needs of all our children and young people
- To ensure the highest standards of SEND practice, learning, attendance, punctuality and behaviour from pupils, in accordance with agreed school policy and practice
- To secure excellent educational practice through an analytical understanding of how autistic children and young people learn and the core features of successful SEND practice, leading to enriched learning opportunities
- To monitor and evaluate the effectiveness of the educational and therapeutic provision and take appropriate remedial action as and when indicated
- To establish an open and inclusive culture as a basis for sharing best practice both within and between schools, drawing on and conducting relevant research and robust data analysis

- To encourage staff to engage in continuous professional development linked to the school development plan and support the development of others
- To identify emerging talents and to coach current and aspiring leaders and excellent practitioners to enable clear succession planning
- To manage staff appropriately in relation to their professional conduct and practice and have a duty of care regarding staff welfare

### **Organisational Management**

- To ensure the appropriate deployment of budgets and resources through strategic, needs-led planning
- To ensure the protection and safety of our children and young people through effective approaches to safeguarding
- To manage distributive leadership throughout the school and college whilst remaining accountable for our children and young people, staff and financial performance
- To ensure that financial requirements are compliant with DfE regulations and that robust internal financial control mechanisms are in place
- To establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting improvement and both recognising and valuing excellent practice
- To create a safeguarding climate of ongoing vigilance, ensuring that all statutory duties are in place and effectively and reliably monitored.
- To provide a safe, calm and well-ordered environment for our children and young people and staff.

### **Curriculum, Teaching and Assessment**

- To ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values to be taught which meet the specific needs of our children and young people
- To ensure teachers use appropriate approaches when assessing knowledge and understanding of the curriculum
- To establish and sustain high quality expert delivery of teaching and learning built on an understanding of how our children and young people learn
- To ensure that staff implement consistent and fair approaches in managing our children and young people's behaviour

### **Continuous improvement**

- To develop evidence-based strategies for improvement which are realistic, timely and meet the requirements of our school context
- To develop effective relationships with other professionals and stakeholders to improve progress and outcomes for all our children and young people

- To shape the current and future quality of the teaching profession through high quality training and sustained professional development for all members of staff
- To model entrepreneurial and innovative approaches to school improvement, leadership and governance

**Working in partnerships**

- To build a school culture that embraces the richness and diversity of modern communities, both locally and nationally, forging constructive relationships beyond the school to include parents and carers and the local community.
- To promote, develop and maintain the ethos, values and overall purpose of Woodley School and College, creating successful working relationships with other professionals and educational institutions to develop opportunities within the wider community to enhance life skills learning experiences for our children and young people.
- To create and promote positive strategies for challenging prejudice and preventing radicalisation
- To seek opportunities to invite parents and carers, community members and other organisations into school to allow Woodley to contribute to the wider community and promote the wider understanding of disability.
- To co-operate effectively with all agencies involved in child protection within a robust school culture of safeguarding

**Accountability**

- To fully understand and support the role of effective governance within Woodley School and College and establish and maintain effective working relationships with governors.
- To develop an organisational culture where every member, including all our children and young people and staff, recognises their own accountability for the success of the school
- To ensure that parents and pupils/students receive regular detailed information about progress so that they are able to fully participate in annual reviews of EHC plans
- To ensure all legal requirements for health and safety, maintenance and financial management are fulfilled
- To undertake any other professional duties as directed by the governing body