



## **Job Description: Head Teacher**

<b>Job Title:</b>	<b>Head teacher</b>
<b>Salary:</b>	<b>L25 – L31 (£85146 - £98616). The starting salary will be negotiable dependent upon experience.</b>
<b>Hours:</b>	<b>Full Time</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Reporting to:</b>	<b>Chair of Governors</b>

### **Main responsibilities:**

The main responsibilities of the Head Teacher are to:

- Provide the vision, leadership and direction for the school ensuring that it is managed and organised to meet its aims and targets.
- Provide the professional leadership of the school to maintain its success and to ensure high quality education for all its pupils and continue to raise standards of achievement.
- Promote the aims of the school through the implementation of the policies of the governing board.
- Manage the resources and the building so as to promote and secure the achievement of both pupils and staff.
- Provide an environment in which staff and pupils are enabled to achieve their full potential.

### **Duties and responsibilities:**

#### **Strategic direction and development of the school**

To work with the governing board, to develop a strategic view for the school in its community and analyse and plan for the future needs and further development of the school within the local, national and international context:

- To formulate overall aims and objectives for the school and policies for their implementation.
- Responsible for the internal organisation, management and control of the school.
- Gives the Governing board enough information to ensure that Governors are confident that delegated responsibilities and the Head Teachers responsibilities are being met.
- To create an ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by pupils.

- Secure the commitment of parents and the wider community to the vision and direction of the school.
- Create and implement a strategic plan, underpinned by sound financial planning.
- To monitor, evaluate and review the effects of policies, priorities and targets of the school in practice and take action if necessary

### **Teaching and Learning**

- To work with the governing board to secure and sustain effective teaching and learning throughout the school.
- To ensure that all pupils receive a good quality education through a programme designed to promote a stimulating style of learning in a safe and healthy school environment.
- To ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- To ensure that learning is at the centre of strategic planning and resource management.
- To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning to ensure that underperformance is challenged at all levels.
- To be able to implement strategies which secure high standards of behaviour and attendance.
- Give a high priority to the further development of a wide range of teaching and learning opportunities including the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- To monitor and evaluate the quality of teaching.
- Ensure that statutory requirements for the National Curriculum are met and ensure a broad, balanced and relevant curriculum is provided.
- Ensure that appropriate opportunities for external moderation and accreditation are in place.

### **Leading and managing staff**

To lead, motivate, support, challenge and develop staff to secure improvement

- Maximise the contribution of all staff to improving the quality of education provided and standards achieved by encouraging initiative and teamwork.
- Ensure that the requirements for Performance Management are fully in place and that professional duties are fulfilled as specified in the School Teachers' Pay and Conditions document.
- Create and maintain good working relationships amongst all members of the school community and sustain motivation.
- Promote the school's ethos in which the highest standards are expected from all members of the school community.
- Have a duty of care regarding staff welfare.
- Liaise with representatives of teacher organisations.

### **Efficient and Effective Resource Management**

To deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context:

- To work with governors and senior colleagues to recruit staff of the highest quality available.
- To delegate duties to the deputy head, assistant heads, other teachers and non-teaching staff as appropriate.
- To advise the governing board and implement decisions in relation to staffing and the adoption of effective procedures to deal with the competence and capacity of staff.
- Manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations.
- To ensure that appropriate risk assessments are undertaken.
- To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
- To ensure that staff are encouraged to attend INSET which increases their knowledge and understanding of cultural diversity and racism and how racism can be combated in a classroom setting.
- Advise the governing board on the formulation of the annual budget in order that the school secures its objectives.
- Lead and manage the creation of a strategic plan (the School Improvement Plan).
- Ensure the regular monitoring of the budget and ensure that financial regulations and sound financial controls are adhered to in line with the financial standard.

### **Accountability**

- To be accountable for the efficiency and effectiveness of the school to the governors and others, including pupils, parents, staff, local employers and the community.

### **Strengthening Community**

- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- Ensure learning experiences for pupils are linked into and integrated with the wider community providing a range of community-based learning experiences.
- Work in partnership with other agencies in providing for academic, spiritual, moral, social, emotional and cultural wellbeing of pupils and their families.
- Provide opportunities to invite parents and carers, community figures, business or other organisations into the school to enhance and enrich the school and its value to the wider community.
- To be able to contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives.

### **Role and Responsibilities of the Designated Safeguarding Lead (DSL)**

The DSL for Child Protection is the **Head Teacher**.

The Designated Safeguarding Lead (DSL) for child protection will co-ordinate action on child protection within the school. This includes ensuring that all staff, teaching and non-teaching (including supply staff) know who the Designated Member of Staff is and that they are aware of their individual responsibility to be alert to the signs of abuse and to discuss any concerns

with the Designated Member of Staff. Also that they are aware of what happens once a concern has been raised.

It is the role of the Designated Safeguarding Lead to:

- Act as a source of support, advice and expertise within the school.
- Ensure that he/she receives refresher training at least every two years.
- To keep his or her knowledge and skills up to date.
- Ensure that all staff who work with children undertake appropriate training to equip them to carry out their responsibilities for safeguarding children at least every three years
- Ensure there are effective induction in safeguarding and child protection for all adults working in the school, be they staff or volunteers, including supply agency staff which are to be undertaken no longer than 10 working days of commencement of their contract
- Attend and contribute to child protection conferences when required to do so.
- Ensure each member of staff has access to and understands the schools child protection policy.
- Ensure that when the school has concerns about a child, the Designated Safeguarding Lead will decide what steps should be taken including referral of cases of suspected abuse
- Ensure that child protection information will be dealt with in a confidential manner. Staff will be informed of relevant details only when the Designated Safeguarding Lead feels their having knowledge of a situation will improve their ability to deal with an individual child and / or family. A written record will be made of what information has been shared with whom, and when.
- Keep detailed, accurate and secure written records of concerns and referrals.
- Store child protection records securely in a central place separate from academic records. Files will be kept for at least the period during which the child is attending the school, and beyond that in line with current data legislation and guidance.
- Ensure access to these records by staff other than by the Designated Safeguarding Lead will be restricted.
- Not disclose to a parent any information held on a child if this would put the child at risk of significant harm.
- Maintain and monitor child protection records, including monitoring and acting upon individual concerns.
- Develop links with other agencies that support the child such as Child and Adult Mental Health Service, Education Investigation and Education Psychology Service.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated safeguarding lead responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus. Parents should be made aware of the policies and procedures.
- Ensure that parents are aware that this policy is available on request, and make the policy available on the school website.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at child protection meetings.
- Ensure that all staff are aware of what to do if there are concerns around a child and they annually they receive information and a copy of the relevant sections of "Keeping Children Safe in Education".

- Provide Governors with an annual report on all matters concerning safeguarding.
- Ensure that all staff are aware of what to do if there are concerns around a child.
- Allegations of abuse or concerns that a member of staff or adult working at school may pose a risk of harm to a child or young person are notified to the appropriate body within the LA.