



## **JOB DESCRIPTION**

### **RANGE HIGH SCHOOL - HEADTEACHER**

#### **The Headteacher will:**

- Provide professional leadership for the school which secures its success and improvement, ensuring high quality education which inspires and motivates its pupils and improves standards of learning and achievement
- Work with and through others to sustain the school's ethos and strategic direction
- Secure the commitment of the wider community to the school

#### **Main tasks**

##### **1. Strategic direction and development**

- Work with the Governors, in consultation with other interested parties, to lead, develop and support the strategic direction, vision, values and priorities of the school
- To create a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for leading school improvement to raise standards of achievement and personal development
- To work with governors and staff to develop, implement and evaluate systems, policies and processes that enable the school to operate effectively and efficiently
- To ensure that all members of the school community are committed to its aims, motivated to achieve them, and involved in meeting objectives and targets to secure success

##### **2. School culture and behaviour**

- Build a school culture that takes account of the richness and diversity within the school community and where all pupils experience a positive and enriching school life
- Develop effective relationships and communications, which underpin a professional learning community that enables everyone in the school to achieve
- Determine, organise and implement a policy for the care, personal development and well-being of pupils. Lead a strong safeguarding culture within the school
- Encourage high standards of behaviour through a behaviour policy that is clearly understood by staff and pupils and which uses consistent and fair approaches to managing behaviour

##### **3. Teaching and learning**

- Determine, organise and implement a broad and coherent curriculum relevant to the needs and abilities of all pupils and preparing them for the next phase of their education and life
- Have ambitious expectations for all pupils, providing additional support and adaptation for those with SEND
- Monitor and evaluate the quality and effectiveness of teaching and standards of learning and achievement of all pupils to secure school improvement
- Create and promote strategies for developing equal opportunities and inclusion for all members of the school community
- Work with schools in other key stages to ensure satisfactory transfer and progression of pupils
- Build a collaborative learning culture within the school and Trust and engage with other schools and the wider community, to build effective learning communities

##### **4. Managing resources, leading and managing staff**

- Maintain an organisational structure that reflects the school's values and enables the management systems, structures and processes to work effectively in line with key priorities and rigorous self-evaluation



- Ensure effective planning, allocation, support and evaluation of work, ensuring clear delegation of tasks and devolution of responsibilities, paying due attention to workload
- Provide opportunities for growth and continuing professional development of the teaching team, creating an inspiring, professional work environment and modelling behaviour consistent with the school's values and aspirations
- Ensure that all staff receive regular performance reviews and have individual professional development plans to address skills gaps
- Put in place effective team communication mechanisms to ensure that all staff are involved in the school improvement plan and kept informed of key priorities and developments
- Manage the school's financial and human resources efficiently, setting appropriate priorities for expenditure and ensuring the effective administration and control of the school budget
- Ensure the safety and welfare of all in school through effective management of safeguarding and due regard to health and safety regulation, including rigorous attention to identifying, managing and mitigating risk

### **5. Accountability**

- Provide information, objective advice and support to the Local Governing Body to enable it to meet its responsibilities and provide good value for money
- Develop an organisation in which everyone works collaboratively, shares knowledge and understanding and accepts collective accountability for the success of the school
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are regularly reviewed and evaluated
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

### **6. Strengthening Community**

- Support, contribute to and lead the work of the Southport Learning Trust community of schools
- Create and maintain effective partnerships with parents and carers to support and improve pupils' achievements and personal development
- Develop effective links with the community, business and higher education to extend the curriculum, enhance teaching and broaden learning opportunities
- Develop partnerships with local primary schools and the wider school community
- Actively promote the school as a centre of excellence for education and families in the local community
- Maintain good working relationships and create partnerships with other professionals and colleagues within the local authority to improve educational opportunities and outcomes in the area.



## HEADTEACHER - PERSON SPECIFICATION

	Source*
<b>Qualifications</b>	
Qualified teacher status	A
Degree	A
<b>Professional Development</b>	
Evidence of regular, recent and appropriate professional development for the role of Headteacher	A
Has successfully undertaken appropriate Safeguarding training	A
<b>School leadership and management experience</b>	
A proven track record of successful senior leadership in a 11-18 secondary school	A/I/R
Active involvement in financial management and achieving best value in a secondary school	A/I/R
Knowledge and understanding of strategic financial planning and budget management in relation to school improvement/pupil achievement	A/I
A proven track record of successfully leading the professional development and growth of staff	A/I/R
Evidence of successfully improving and achieving consistency in classroom practice	A/I/R
Evidence of strengthening community to support growth	A/I/R
<b>Experience and knowledge of teaching</b>	
To have a working and current knowledge/understanding of Key Stages 3 - 5	A/I
A proven track record of having effectively used data, assessment and target setting to raise standards/address areas for development	A/I/R
Successful experience of meeting the needs of all pupils through high quality teaching and support strategies	A/I/R
<b>Professional Attributes</b>	
Demonstrate an understanding of the needs of the pupils in our school and how these could be met	A/I
To be pupil-centred and able to demonstrate an understanding of the role pupils can play in school improvement	A/I
Able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	A/I/R
Excellent written and oral communication skills (assessed at all stages of the process)	A/I/R
Show a good commitment to sustained attendance at work	A/I/R
<b>Professional Skills, Qualities and Knowledge</b>	
The ability to demonstrate experience, knowledge and understanding of the Headteachers' standards 2020	A/I/R
Excellent knowledge of Keeping Children Safe in Education 2025 and Working Together to Safeguard Children	A/I/R
Ability to demonstrate experience knowledge and understanding of the current Ofsted Education Inspection Framework	A/I
<b>Personal Qualities</b>	
Able to create a clear vision for school improvement that builds upon existing strengths in our school	A/I
Able to inspire, challenge, motivate and empower teams and individuals to achieve high goals	A/I/R



Able to demonstrate the capacity to be a strong and visible leader	A/I/R
Approachable and person-centred, valuing the views of pupils and staff	A/I/R
Able to build and maintain quality relationships through outstanding interpersonal skills	A/I/R
Inspiring trust and confidence across the school and community	A/I/R
Able to manage and resolve conflict	A/I/R
Able to prioritise, plan and organise themselves and others	A/I/R
Demonstrates a capacity for sustained hard work with drive, passion and resilience	A/I/R

#### **Confidential References and Reports**

Positive recommendation from all referees, including current employer

#### **Application Form and Supporting Statement**

The form must be fully completed and legible.

The supporting statement should be clear, concise and related to the specific post