



HEAD TEACHER JOB DESCRIPTION

Baldon School

L25 – L31

The appointment is subject to the current conditions of service for Head Teachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the Head Teacher shall consult, where appropriate, the Governing Board, the Local Authority, the staff of the school and the parents of its pupils.

JOB PURPOSE

To provide dynamic and strategic direction, leadership and accountability in respects of all aspects of Teaching and Learning and the day to day management of the school. Secure excellent outcomes for students at the school and work in partnership with local schools and agencies.

KEY AREA OF RESPONSIBILITY

1 STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

The strategic direction and development of a school stems from our statement of Values and Ethos of the school and School Development Plan. The Head Teacher works with the Governing Board to develop a vision and strategic view for the school in its service to the community. He or she analyses and plans for future needs and further development within local and national contexts.

MAIN TASKS

- 1.1 To work with the Governing Board and staff, to determine and fulfil the Values and Ethos of the School.
- 1.2 To work with the Governing Board, in formulating the educational aims, objectives and targets of the school and policies for their implementation.
- 1.3 To work with the Governing Board on the implementation and review of the School Development Plan.
- 1.4 To monitor and evaluate the performance of the school and its achievements, responding and reporting to the Governing Board as required.
- 1.5 To motivate staff and pupils through interest, encouragement and recognition of their unique value.
- 1.6 To implement and promote the Governing Board's policies on equality and diversity and other statutory requirements.
- 1.7 To participate, to such an extent as may be appropriate having regard to the Head Teacher's other duties, in the teaching of pupils at the school.
- 1.8 To ensure that the management, finances, organisation and administration of the school support its vision and aims and are appropriate to the school's present and likely future resources.
- 1.9 To arrange for a Deputy Head Teacher or other suitable person to assume responsibility for the discharge of the Head Teacher's functions at any time when absent from school.
- 1.10 To maintain an up to date and accurate understanding of teaching standards and the requirements of Ofsted.

KEY AREA OF RESPONSIBILITY

2 TEACHING AND LEARNING

In schools the search for excellence is expressed in teaching and learning, which responds to the needs and aspirations of its pupils and acknowledges their individual worth. The Head Teacher works with the Governing Board to secure and sustain effective teaching and learning throughout the school. He or she monitors and evaluates the quality of teaching and standards of attainment, using relevant benchmarks and setting ambitious targets for improvement.

MAIN TASKS

- 2.1 To demonstrate excellent classroom practice.
- 2.2 To determine, organise and implement, in collaboration with other appropriate persons or bodies, a curriculum which:
 - (a) Follows the curriculum policy of the Governing Board and meets statutory requirements;
 - (b) Is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils, including those with special educational needs;
 - (c) Ensures the locally agreed policy on Religious Education is fulfilled;
 - (d) Fulfils the Head Teacher's statutory duties;
 - (e) Includes arrangements for the daily act of collective worship and the spiritual life of the school.
- 2.3 To develop means whereby:
 - (a) School policies on curriculum, assessment, recording and reporting, inform effective teaching and learning.
 - (b) The arrangements for teaching and learning form a co-ordinated, coherent curriculum entitlement for all pupils;
 - (c) Information on pupils' progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in fulfilling their responsibilities for the school;
 - (d) There is continuity of learning and of progression for all pupils;
 - (e) Challenging targets are set for all pupils' attainment and progress leading to whole school improvement.
- 2.4 To provide an appropriate curriculum for the spiritual, moral, social and cultural development of all pupils.
- 2.5 To ensure appropriate pastoral care and guidance for all in accordance with the mission statement.
- 2.6 To determine appropriate pupil groupings, which reflect the values of the Values and Ethos of the School.
- 2.7 To determine and publicise the means for promoting:
 - (a) Pupils' self discipline;
 - (b) Respect for self, others and authority;
 - (c) Good behaviour on and off school premises in accordance with the policies of the governing board.
- 2.8 To handle pupil disciplinary cases, in accordance with school policy and the provisions of the School Standards and Framework Act, 1998.
- 2.9 To maintain the school ethos whilst working with stakeholders to build and secure a vision for the future which is based on relentless ambition for the highest levels of achievement, progress and happiness for all students.

KEY AREA OF RESPONSIBILITY

3 LEADING AND MANAGING STAFF

The Head Teacher's leadership should motivate, inspire, support, challenge and develop staff.

MAIN TASKS

- 3.1 To be an effective and influential leader, who creates a positive ethos and supports all staff and students to have the highest expectations in all areas, whilst maintaining a high, visible presence around the school.
- 3.2 To assist the Governing Board in determining the staffing structure of the school.

- 3.3 To assist the Governing Board and participate in the key task of selecting and appointing teaching and non-teaching staff, having regard to Local Authority guidelines and advice.
- 3.4 To deploy and manage all teaching and support staff appointed to the school by allocating particular duties, including such duties of the Head Teacher as may be properly delegated in a manner that is reasonable and consistent with their conditions of employment.
- 3.5 To ensure that cover is provided for absent staff.
- 3.6 To promote and develop good management practice, positive staff participation, effective communication and clear procedures.
- 3.7 To supervise and participate in arrangements made in accordance with the regulations for the management of the appraisal of teachers in the school, including participating in the identification of areas in which he/she would benefit from further training and undergoing such training.
- 3.8 To ensure staff development improves the performance of staff and the progress made by Students.
- 3.9 To implement staff development policies appropriate to the nature of the school in relation to:
 - (a) The induction of new and newly qualified teachers and other staff;
 - (b) The development of professional knowledge, skills and abilities including those necessary for career development;
 - (c) The provision of professional advice, support and training;
 - (d) The provision of references where relevant to career progression.

KEY AREA OF RESPONSIBILITY

4 EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

The Head Teacher deploys staff and other resources efficiently and effectively to meet specific objectives in line with the school's values and ethos and with the strategic plans determined by the Governing Board.

MAIN TASKS

- 4.1 To set a good example to staff and students alike through presentation and personal and professional conduct.
- 4.2 To implement the policies and procedures of the Governing Board concerning the resource and premises management of the school, in accordance with the Values and Ethos of the School, other guidance and any legal requirements.
- 4.3 To allocate, control and account for those financial and material resources of the school that are delegated to the Head Teacher.
- 4.4 To ensure the security, maintenance and cleanliness of the school and its surroundings in accordance with Governing Board responsibilities under health and safety and other relevant legislation.
- 4.5 To seek to provide an attractive environment that stimulates learning and enhances the appearance of the school.
- 4.6 To ensure that any external agencies and services contracted to the school work effectively.
- 4.7 To liaise with the PFI provider.

KEY AREA OF RESPONSIBILITY

5 ACCOUNTABILITY

The Head Teacher will fulfil his or her responsibilities in accordance with the Values and Ethos of the school; supports the Governing Board in fulfilling its responsibilities in accordance with national legislation. The Head Teacher accounts for the efficiency and effectiveness of the school to the Governing Board and the wider community of the school.

MAIN TASKS

- 5.1 Develop systematic and rigorous procedures for school self evaluation and enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- 5.2 Take account of the outcomes of school self evaluation and external evaluations to further improve the school.
- 5.3 In relation to the Governing Board:
 - (a) To advise and assist in the exercising of its functions;

- (b) To attend meetings of the Governing Board (without prejudice to any rights the head teacher may have as a governor of the school);
 - (c) To report to the Governing Board as required.
- 5.4 In relation to the community:
- (a) To develop and maintain positive relationships with the local community;
 - (b) To ensure that the school recognises and meets its responsibilities to the life of the local community;
 - (c) To develop links with local employers for the benefit of the pupils and the school;
 - (d) To promote a positive image of the school in accordance with the Values and Ethos of the school.
- 5.5 In relation to parents and those with parental responsibility:
- (a) To build an effective partnership between parents and the school, recognising them as the first educators of their children;
 - (b) To promote understanding of the mission, aims and ethos of the school by providing regular information to parents about:
 - The school curriculum;
 - The progress of their children;
 - Other matters relating to teaching methods and organisation.
 - (c) To contribute to the provision by the governors of a school their annual statement and to ensure the school's website is compliant;
 - (d) To provide opportunities for dialogue between parents and staff and to encourage their involvement;
 - (e) To promote involvement in the wider life of the school.
- 5.6 In relation to the Local Authority:
- (a) To ensure liaison and co-operation with officers and support services;
 - (b) To work with officers in the monitoring and evaluation of the school according to such arrangements as may be required by and/or agreed between the Governing Board and the Local Authority;
 - (c) To make such reports in connection with the discharge of the Head Teacher's functions as may properly be required;
 - (d) To have regard to the provisions of the Code of Practice on Local Authority/School Relations.
 - (e) To take on the welfare of Looked After Children (LAC) and to be involved with the support and monitoring of their care plan.
- 5.7 In relation to other schools, colleges and educational bodies:
- (a) To promote continuity of learning, progression of achievement and curriculum development;
 - (b) To arrange for effective transfer and induction of pupils;
 - (c) To maintain effective liaison;
 - (d) To maintain effective relationships with other schools;
 - (e) To provide training and work experience placements for school and college students as appropriate and in accordance with school policy.
- 5.8 In relation to other professional bodies, agencies and services:
- (a) To liaise, in the best interests of pupils or in the meeting of statutory obligations, with other educational professionals, medical, social and other support services.
 - (b) To liaise with all service providers for the benefit of the whole school community.
- 5.9 To ensure that at all times health and safety requirements, safeguarding procedures are met and up to date.

The Governing Board expect the post holder to work flexibly within the framework of the duties and responsibilities outlined above. The above list is not exhaustive and the post holder may be required to undertake other duties that are commensurate with the level of the role.

This job description will be reviewed annually, as part of the appraisal process. A review may be initiated at any other time by either the post-holder or the Governing Board.