



## **JOB DESCRIPTION**

### **Headteacher at Ralph Butterfield Primary School**

**Date Effective: September 2020**

**Reporting to:** School's Governing Body by working closely with the Co-Chairs of Governors

**Responsible for:** day to day operational leadership, motivation, management, control and development of all the staff to ensure that the school's organisation, curriculum, and resources enable everyone to achieve the highest possible standards and outcomes.

#### **Main purpose:**

The Headteacher will:

- Formulate the aims and objectives of the school and work with the governing body to provide overall strategic leadership.
- Establish policies for achieving these aims and objectives.
- Develop and evaluate an Equality policy and lead on inclusion across the school.
- Manage staff and resources to that end.
- Monitor progress towards the achievement of the school's aims and objectives.
- Lead by example and model best practice regarding professional conduct, workload and personal development.
- Be a role model for all in our community.

#### **Statutory duties and responsibilities:**

- To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.
- To work within the National Standards of Excellence for Headteachers as published by the DfE.
- To seek to achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Board in accordance with the requirements set out in the agreed School Teachers' Pay and Conditions Document.
- To promote and safeguard the welfare of all children and young people within the School, by ensuring that the School's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise.

#### **Qualities and knowledge:**

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.
- Build positive relationships with all members of the school community, showing positive attitudes to them.
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.
- Work with political and financial astuteness, translating policy into the school's context
- Communicate the school's vision compellingly and drive strategic leadership.
- Seek training and continuing professional development to meet own needs.

**Pupils and staff:**

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- Ensure excellent teaching in the school, including through training and development for staff.
- Establish a culture of 'open classrooms' as a basis for sharing best practice.
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge.
- Identify emerging talents, coaching current and aspiring leaders.
- Hold all staff to account for their professional conduct and practice.

**Systems and processes:**

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Welcome and work with the governing board as appropriate, providing the information it needs to govern effectively.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
- Support distribution of leadership throughout the school.

**The self-improving school system**

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils.
- Develop effective relationships with fellow professionals.
- Model entrepreneurial and innovative approaches to school improvement and leadership.
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.*