

Headteacher Job Description: Church of England Voluntary Aided School



In the light of the school's Church of England foundation and its commitment to sustaining and developing its Christian vision and values, the Headteacher will be required to:

- Lead by example, actively modelling and embedding into all areas of school life, the Christian vision and core Christian values of the school
- Ensure that staff are held accountable and to provide access to high quality continuous professional development for all staff
- Be accountable to the governing body, which is the employer.

The role of the Headteacher:

- To carry out professional duties in accordance with all the requirements and responsibilities as set out in the School Teachers Pay and Conditions Document which is published annually
- To observe the Teachers standards, including personal and professional code of conduct
- To be informed and guided in relation to best practice by the National Standards of Excellence for Headteachers
- To provide visionary leadership and management of the School, to secure its ongoing success and improvement, by ensuring high quality education for all its pupils, through outstanding teaching, learning and assessment, to secure high attainment and rapid and sustained progress for all pupils
- To be responsible for securing high standards of behaviour modelled on Christian values, and creating an inclusive Christian ethos, which recognises differences and respects cultural diversity, in order to prepare children for life in Britain today
- To promote and safeguard the welfare of all children in School, (in line with current DfE guidance and Ofsted requirements e.g. Keeping Children Safe in Education) by ensuring that the policies and procedures relating to safeguarding and child protection are fully implemented and followed by all staff; that resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

This job description may be amended at any time after consultation with the post holder and will be reviewed annually.

The Headteacher will:

1. Ensure the Christian vision and core Christian values for the school are clearly articulated, shared, understood and embedded across all areas of school life, focused on providing a world- class education for the pupils they serve.
2. Work with all stakeholders to translate the vision and values into agreed objectives and operational plans, which will promote and sustain School improvement.
3. Demonstrate the Christian vision and values of the school in everyday working practice with optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.

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4. Motivate and work with others to create a positive climate, leading by example with integrity, creativity, resilience and clarity.
5. Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence, using current knowledge and understanding of education and school systems locally/nationally/globally.
6. Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experience of the school and community at large.
7. Lead, monitor and evaluate collective worship
8. Lead, monitor and evaluate Religious Education as a core subject
9. Lead, monitor and evaluate SMSC, across all areas of school life
10. Ensure strong partnerships and collaboration with the local church, parish, diocese and the wider Christian community.
11. Ensure accountability and articulate high expectations by demanding ambitious standards for all pupils and staff, overcoming disadvantage and advancing equality.
12. Involve all staff and governors in school self-evaluation processes in order to bring about the highest achievement for all pupils.
13. Regularly review own practice and achievements, set personal targets and take responsibility for own personal development, taking account of any feedback.
14. Manage own workload and that of others to allow an appropriate work/life balance.
15. Ensure excellent teaching through an analytical understanding of pupils learning and the core features of successful classroom practice and curriculum design, leading to the enhancement of our rich curriculum opportunities and well-being of all pupils and staff.
16. Continue an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
17. Contribute to the ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
18. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. Manage developing middle managers through a collegiate and distributed approach.
19. Hold all staff to account for their professional conduct and practice.
20. Maintain a safe, calm and well-ordered environment for all pupils and staff, focused on

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safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

21. Sustain rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.

22. In partnership with governors, exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.

23. Nurture an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice, secure excellent achievements for all pupils and meet the needs of individual pupils and their families.

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Signed.....Date.....