

# Greenfields

## Community Primary School, Nursery & Pre-School



**Headteacher**

### Job Description

<b>Overall Purpose:</b>	To provide professional leadership and management of the school, to secure its success and improvement, ensuring high quality education for all of its pupils and improved standards of learning and achievement.
<b>Responsible to:</b>	<b>Governing Board</b>
<b>Strategy:</b>	<ul style="list-style-type: none"> <li>• To raise attainment and improve teaching, learning and progress across the school</li> <li>• To further develop the ethos, values and aims for the school in consultation with staff and governors, pupils, parents and Local Authority</li> <li>• To ensure that high expectations are communicated and met</li> <li>• To ensure a secure, caring, welcoming, happy, stimulating and challenging learning environment</li> <li>• To lead the work and organisation of the school and monitor and evaluate the effectiveness of the curriculum taking account of pupil needs, national and local priorities</li> <li>• To build the school's capacity to improve in line with current and future plans in consultation with Staff and Governors</li> <li>• To evaluate and review the impact of policies, priorities, good practice and targets of the school and take appropriate action to address any shortfalls</li> <li>• To develop an organisation in which all staff recognise that they are accountable for the continued success of the school</li> <li>• To work in partnership with the Foundation Trust and Local Authority</li> </ul>
<b>Finance and Resources:</b>	<ul style="list-style-type: none"> <li>• To plan, manage and monitor the use of finances and resources effectively to achieve the aims of the school</li> <li>• Work with the governors and Senior Management Team as appropriate to recruit staff of the highest quality and to deploy staff effectively in order to achieve high quality of educational provision</li> </ul>
<b>Curriculum and Learning:</b>	<ul style="list-style-type: none"> <li>• To lead by example by having the ability to model outstanding teaching</li> <li>• Maintain and develop a learning environment, which promotes and secures high quality teaching, effective learning, high standards of achievement, behaviour and discipline</li> <li>• To work with the Leadership team to further develop the skills of all staff based on areas of development identified through the performance management process</li> </ul>

	<ul style="list-style-type: none"> <li>• To monitor, evaluate and enhance the quality of teaching and learning and rates of pupil progress and attainment across the school, including benchmarking and targets</li> <li>• To make good quality provision for the emotional, social and personal development of all pupils</li> <li>• To ensure full coverage of and entitlement to an up to date and appropriate curriculum</li> </ul>
<b>Staffing:</b>	<ul style="list-style-type: none"> <li>• To lead and manage all staff to ensure the highest standards are demonstrated and delivered at all times</li> <li>• To ensure appropriate opportunities for continuing professional development for all staff are in place</li> <li>• To enable the Leadership Team to develop and be even more effective</li> <li>• To further develop a meaningful Performance Management framework in order to achieve high levels of organisational performance.</li> </ul>
<b>Liaison:</b>	<ul style="list-style-type: none"> <li>• To provide full information, advice and support to the Governing Board to enable it to meet its responsibilities for securing effective teaching and learning, improved standards of achievement and achieving efficiency and value for money</li> <li>• To continue to develop and enhance the emerging positive profile of the expanding school</li> <li>• To foster good relationships with all partners and stakeholders for the benefit of pupils, parents and the community</li> </ul>
<b>Premises:</b>	<ul style="list-style-type: none"> <li>• To maintain a safe and stimulating environment in which children can work, play and be happy</li> <li>• To manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum, children and community users, meeting Health and Safety regulations and ensuring accessibility for all</li> </ul>
<b>Personal Development:</b>	<ul style="list-style-type: none"> <li>• To engage actively in Performance Management and Continuing Professional Development to ensure professional skills are kept up to date and developed</li> </ul>
<p>The Job Description is current at the date shown, but in consultation with the post holder, the Governing Board may choose to amend or alter the job description to reflect or anticipate changes in the role commensurate with the grade.</p>	
<p>Whilst every effort has been made to detail the main duties and responsibilities of the post each individual task and duty to be undertaken has not been identified.</p> <p>The Headteacher will be expected to comply with any reasonable request from the Governors to undertake work of a similar level that is not specified within this job description.</p> <p>The Headteacher will be expected to work to relevant health and safety agendas and exercise a duty of care at all times to all children and staff in the school. Furthermore it is expected that there will be a commitment to equality and diversity by the Headteacher.</p> <p>'This job description forms part of the Contract of Employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future'.</p> <p>'The appointment is subject to the current Conditions of Employment in the School Teachers' Pay and Conditions as they relate to Headteachers.'</p>	