



Crockenhill Primary School

Headteacher - Job Description

Salary: L7-L11 (£63,738 - £70,169)

Group Size: 2 (Fringe)

Responsible to: Chair of Governors

Purpose of the Job

To provide strategic leadership for the school, shaping its direction, vision, values and priorities with others, and developing, implementing and evaluating its policies, practices and procedures. The Headteacher will meet the teachers' standards, demonstrate consistently high standards of principled and professional conduct, and provide the conditions in which teachers can do the same.

Ethics and Professional Conduct

The Headteacher upholds public trust in school leadership and maintains high standards of ethics and behaviour, both within and outside school. The Headteacher will:

- Build relationships rooted in mutual respect, observing proper boundaries appropriate to the professional position at all times.
- Show tolerance of and respect for the rights of others, and uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit the position, pupils' vulnerability or might lead pupils to break the law.
- Serve the best interests of the school's pupils, model the behaviour of a good citizen, and act within the statutory frameworks which set out their professional duties and responsibilities.
- Take responsibility for their own continued professional development, engaging critically with educational research, and make a positive contribution to the wider education system.

Culture and Ethos

The Headteacher will:

School Culture

- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.
- Create a culture where pupils experience a positive and enriching school life, upholding ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships, a safe, orderly and inclusive environment, and a culture of high staff professionalism.

Behaviours

- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines which are understood clearly by all staff and pupils, and applied consistently, fairly and respectfully in line with the school's behaviour policy.
- Ensure that adults within the school model and teach the behaviour of a good citizen.

Professional Development

- Prioritise high-quality, sustained professional development for all staff, effectively planned, delivered and evaluated in line with the standard for teachers' professional development, and balancing whole-school, team and individual needs.
- Draw on expert provision from beyond the school as well as within it, including nationally recognised career and professional frameworks and programmes, to build capacity and support succession planning.

Curriculum and Teaching

The Headteacher will:

Teaching

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of how pupils learn and underpinned by high levels of subject expertise which respect the distinct nature of subject disciplines.
- Ensure effective use is made of formative assessment.

Curriculum and Assessment

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- Establish effective curricular leadership, developing subject leaders with relevant expertise and access to professional networks and communities.
- Ensure all pupils are taught to read through evidence-informed approaches, including systematic synthetic phonics, and that approaches to assessing pupils' knowledge and understanding are valid, reliable and proportionate.

Additional and Special Educational Needs

- Hold ambitious expectations for all pupils with additional and special educational needs and disabilities, and sustain culture and practices that enable them to access the curriculum and learn effectively.
- Work in effective partnership with parents, carers and professionals to identify pupils' additional and special educational needs, providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

Organisational Effectiveness

The Headteacher will:

Organisational Management

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- Ensure that the Designated Safeguarding Lead (DSL) holds lead responsibility for safeguarding and child protection (including online safety), and that effective filtering and monitoring systems are in place and reviewed regularly.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds, and that staff are deployed and managed well with due attention paid to workload.

- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently, including rigorous approaches to identifying, managing and mitigating risk.

School Improvement

- Use effective and proportionate evaluation to identify the problems and barriers which limit school effectiveness and set priority areas for improvement.
- Develop and carefully implement evidence-informed improvement strategies which are realistic, timely, appropriately sequenced, suited to the school's context and lead to sustained improvement over time.

Working in Partnership

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.
- Work successfully with other schools, fellow professionals and colleagues across other public services, in a climate of mutual challenge and support, to improve educational outcomes for all pupils.

Governance and Accountability

- Understand and welcome the role of effective governance, upholding the obligation to give account and accept responsibility.
- Establish and sustain professional working relationships with those responsible for governance.
- Ensure staff know and understand their professional responsibilities and are held to account, and that the school operates within the required regulatory frameworks and meets all statutory duties.

The Headteacher will undertake any other duties relevant and commensurate with the post, as deemed necessary by the governing body and the local authority.