



## JOB DESCRIPTION

**Job Title:** Headteacher – Holbrook CofE Primary School

**Salary Grade:** L11- L17

**Accountable to:** The Governing Body of Holbrook Church of England Primary School

### Post Objective

To work with the Governing Body, Derby Diocesan Academy Trust, the Local Authority and other leaders to realise the school's aims and objectives.

Our school aims that all our children:

- Are literate and numerate with high aspirations
- Have a positive attitude and the ambition to succeed
- Love learning and are innovative and creative
- Are independent learners who show resilience and perseverance
- Show respect to all
- Embrace diversity
- Are adaptable to change and well balanced

Our school objectives are:

- To respect everyone equally, celebrating diversity and individualism
- To provide a safe, happy and nurturing environment where each individual can succeed by attending punctually every day
- To ensure all our children have access to quality teaching of a broad, enriched and challenging curriculum
- To engender a positive attitude and celebrate success

The Headteacher will:

- Model the values and vision of the school and of Derby Diocesan Academy Trust and lead by example.
- Develop and manage the curriculum, the quality of teaching and learning, the safety and well-being of all pupils and ensure that policies are in place and adhered to.
- Promote excellence, equality and high expectations for all staff and pupils.
- Ensure that the school's ethos is evidenced in how we work and learn.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.

- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

### **Other Considerations**

It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their continuous professional development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

### **Qualities and Knowledge**

The Headteacher will:

- Be able to effectively communicate a clear vision for the continuous development of an excellent education for all pupils at Holbrook Church of England Primary School.
- Have excellent strategic leadership skills that will enable and empower both staff and children to continue to excel.
- Inspire and promote creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Demonstrate a positive attitude to foster excellent relationships with children, staff, parents, Governors and members of the local community.
- Lead by example demonstrating high levels of integrity, creativity, resilience, flexibility, clarity of purpose and a strong moral compass.
- Have a current, wide understanding of education and school systems and be committed to personal continuous professional development.
- Be able to translate National and Local policies into the school context to support the development of raising achievement for all learners.
- Lead the organisation and implementation of a diverse, stimulating and creative curriculum that ensures high engagement and achievement for all pupils.
- Ensure a consistent school-wide focus on pupil assessment and achievement, using appropriate data and benchmarks to set, monitor, track and evaluate individual/group progress.

## **Leadership and Management**

The Headteacher will:

- Be responsible for the highest of standards and ensure that high expectations exist towards the quality of teaching and learning and for pupils' achievements within a successful learning culture.
- Implement strategies that maintain high standards of behaviour and attendance.
- Strive to achieve all school targets and define, implement, monitor and report upon the action plans to achieve objectives, evidencing implementation, evaluation and impact.
- Ensure that the school is a self-evaluating institution with a robust system of quality assurance identifying priorities for continuous improvement.
- Lead, manage and support the senior leaders within the school and delegate professional duties to one of the senior leaders in the event of the headteacher's absence from the school.
- Ensure that the school's ethos and commitment to Christian values is evidenced in how we work and learn.
- Ensure that our staff have the necessary skills and knowledge to promote equality and take pride in diversity and promote the rights of children.
- Strategically and tactically lead performance management for all staff to ensure:
  - the annual performance management of all staff
  - consistently high levels of performance and commitment from all members of staff
  - appropriate opportunities for professional development for all staff
- Challenge underperformance at all levels with effective corrective action.
- Continue to develop the school's vision and plans with governors and staff and lead the school Development Planning process.
- Build and maintain excellent relationships with the school stakeholders.
- Oversee the school review process and combine the outcomes of regular school self-reviews with external evaluations in order to develop the school.
- Ensure high management standards of staff so that their contribution to the work of the school is developed and maximised.
- Manage the school involvement in relevant networks.
- Manage resources and allocate them to support effective teaching and learning.
- Prepare and lead the school effectively through Ofsted inspections.
- Take responsibility for the day-to-day running of the school as appropriate.

## **Teaching and Learning**

The Headteacher will:

- Make sure teaching and learning reflects the vision and values of the school and ensures the highest standards in every pupils' learning.
- Ensure high quality transition from pre-schools and through to secondary schools the pupils may transfer to, with curriculum continuity and maximised pupil progress.
- Ensure a consistent and continuous focus on pupils' achievement, with systems for recording individual pupil's progress, and effective use of data and benchmarks to monitor progress in every student's learning.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Give regular feedback to colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives, resulting in a tangible impact on pupils' learning.
- Participate in appropriate meetings with colleagues and parents relating to the above duties.
- A headteacher should be a teacher at heart, who is able to model outstanding teaching, and as such will be expected to:
  - undertake a teaching commitment at a level consistent with the needs of the school and the demands of the post in which the headteacher can demonstrate their outstanding practice and lead by example.
  - facilitate development of teaching and support and coach teaching to outstanding levels.
  - effectively lead on teaching and learning
  - have an understanding of all the changes to the curriculum and assessment and effectively implement them in school.

## **Systems and Processes**

The Headteacher will:

- Take responsibility for establishing and monitoring the systems and culture of the school to promote and safeguard the welfare of the children and staff.
- Establish and manage rigorous, fair and transparent performance management procedures for teachers and support staff. Recognising excellent practice, supporting staff improvement and where necessary addressing poor performance.

- Support the Governing body to understand its role and to carry out effective monitoring and evaluation of all school processes, developments and pupil progress.
- Promote distributive leadership throughout the whole school.
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency and integrity.
- Manage the school's financial and human resources (in liaison with the School Business Manager) effectively and efficiently to achieve the school's educational priorities, children's achievement and school sustainability.
- Adhere to and keep up to date with all relevant Safeguarding guidance and Health and Safety legislation to secure a safe working environment for children and staff.
- Ensure that evidence-based improvement plans and policies for the development of the school and its facilities are clearly produced and effectively implemented.
- Ensure effective transition is in place for both children entering school, moving between phases within the school and moving on to other schools/secondary education.

### **The self-improving school system**

The Headteacher will:

- Contribute to the development of the education system by working with other schools and organisations sharing effective practice, working in partnership and promoting innovative initiatives.
- Develop effective relationships with professionals and colleagues in other public services to improve academic and social and welfare outcomes for all children.
- Promote and support the provision of high quality teaching through training and sustained professional development for all staff.
- Have the ability to be able to analyse and challenge educational development and systems and utilise these findings to develop school self-improvement.
- Be a "risk taker" within secure well evidenced research and knowledge.

### **Designated Safeguarding Lead**

The Headteacher will:

- Possess the skills and ability to identify abuse.
- Know how to refer concerns to the appropriate investigating agencies.
- Maintain detailed and accurate written records of child protection concerns.
- Support, advise and share expertise with all members of the school staff.
- Ensure staff members have access to and understand the school's safeguarding policies and procedures, and any local procedures.
- Ensure child protection training is part of the induction for all new staff and that relevant training is provided where necessary.
- Annually review and update the school's safeguarding policies and procedures in light of any new guidance and present them to the Governing Body for approval.
- Provide a copy of the child protection policies and procedures to parents who request to see them.
- Contribute towards local child protection policy and groups by actively attending and contributing to meetings.
- Provide written reports to the Governing Body in a timely manner.
- Ensure that the Governing Body is updated on a regular basis regarding all child protection issues and investigations.
- Ensure that relevant safeguarding files are copied and forwarded, in line with data protection law, when a pupil transfers to another school.
- Lead a team reviewing and monitoring any causes of concern relating to pupils.

### **Health and Safety**

The Headteacher will:

- Ensure that the school complies with national and local health and safety legislation and procedures.
- Ensure, as far as is reasonably practicable, that the school premises and any plant or substances used therein are safe and present no risks to the health of anyone using them.
- Ensure robust health and safety policy and procedures are in place and understood by all members of school staff.
- Provide a copy of the health and safety policies and procedures to parents who request to see them.
- Take responsibility for closing the school where health and safety concerns require it.
- Order contractors to cease working where health and safety concerns require it.

- In collaboration with the Site Manager, ensure that the school's facilities and assets, including all electric, gas and water facilities, meet legal requirements and remain safe to use.
- Take responsibility for the health and safety of all staff, pupils and visitors on a day-to-day basis.
- Delegate selected responsibilities as necessary to ensure the timely delivery and implementation of policy and to ensure records, checklists, risk assessments and guidance documents from local and national sources are up-to-date.

### **Strengthening Community and Ties with the Broader Community**

- Creating and maintaining an effective partnership with parents/carers and the local community.
- Strengthening the school's positive image in the wider community.
- Actively supporting the diversity of the school's community and pupils.
- Ensure learning experiences for Holbrook's children are linked into and integrated with the wider community.
- Developing strong and positive relationships with colleagues in the MAT, contribute to collaborative work across other academies and schools.
- Participating in sector-wide activities in order to share best practice.