



## **Long Sutton Church of England Primary School HEAD TEACHER JOB DESCRIPTION**

**Salary Range:** Leadership Scale L10-L15

### **Overriding Requirements**

The Head Teacher shall carry out all professional duties in accordance with and subject to the 'Conditions of Employment of Headteachers' set down in the Schoolteachers Pay and Conditions Document (STPC document) as amended from time to time. In particular, paragraphs 54.1 and 54.2 of the STPC document refer.

Nothing in this job description can amend, or is intended to amend, those overriding requirements.

### **Job Purpose**

The core purpose of the Head Teacher is to provide professional leadership and management for the school.

With the Governing Body, the Head Teacher provides vision, direction and leadership for the school, ensuring it is managed and organised to meet its aims and objectives. The Head Teacher also seeks to secure the commitment of the wider community to the school by developing and maintaining appropriate networks and relationships.

### **Key Relationships**

The Head Teacher establishes and maintains effective working relationships with:

- The Governing Body
- The Local Authority
- The Diocese of Bath and Wells

and consults and interacts on a professional level with all Head Teacher colleagues, in particular developing and maintaining positive relationships with:

- Head Teachers in the local area
- The Head Teacher of Huish Episcopi Academy and other relevant secondary schools
- Head Teachers in primary and special schools in Somerset
- Early Years providers
- Other services and agencies for children

### **Key Responsibilities and Accountabilities**

When appropriate, consult with the Governing Body, Local Authority, staff and parents.

### **Strategic Direction and Development**

1. Develop a strategic view for the school in its community, identifying and determining its philosophy, overall aims, objectives and targets.

2. Create and develop a strategic plan for the school, underpinned by sound financial planning and management. Identify priorities and targets aimed at raising achievement, critical to sustaining school improvement.
3. Consult, develop, implement, monitor, review and evaluate policies for delivery of agreed overall aims and objectives. Ensure that these take account of global and national trends, local and school data, and inspection and research findings.
4. Create an ethos providing a collaborative educational vision of excellence and direction which secures effective teaching, successful learning and achievement for all pupils (including sustained improvement in their spiritual, moral, cultural, mental and physical development).
5. Continue to develop and oversee the school's wrap-around activities and after-school clubs.
6. Ensure commitment to the school's aims and objectives from all those involved in the school.
7. Ensure that the management and organisation of the school deliver its vision, aims and objectives.
8. Be the Lead Professional on Safeguarding and Child Protection for the school. Ensure that all staff understand and practise all necessary procedures, and that appropriate training takes place according to statutory requirements.

### **Learning and Teaching**

1. Determine, organise and implement a diverse, flexible and appropriate curriculum for the school within the overall framework provided by the National Curriculum, and implement an effective assessment framework.
2. Ensure extra-curricular activities are included in the full curriculum to enhance pupils' total learning experience and support their broader development. The school has well-established credentials in music and sports.
3. Create and maintain an environment and code of behaviour which promotes and secures good teaching, effective learning and high standards of achievement, with good behaviour and discipline.
4. Monitor and evaluate the standards of teaching and learning in the school. Ensure that appropriate standards of professional performance are established and maintained, with underperformance at all levels being challenged and rectified.
5. Assess, monitor and evaluate the curriculum in order to identify and act upon areas for improvement, and develop a personalised learning culture within the school.
6. Produce and revise as appropriate a School Development Plan relevant to the needs and development of the pupils, incorporating both available and potential resources.
7. Monitor and evaluate the quality of learning and teaching in the school including Special Educational Needs. Use data to support and implement strategies for ensuring inclusion, diversity and access.
8. Develop and maintain effective partnerships with parents, carers, the community, other schools, Clergy and the local worshipping communities. Extend pupils' learning experiences, their achievement and personal development by creating effective links with business and industry.

9. Participate, to such an extent as may be appropriate and in consultation with the Governing Body, in the teaching of pupils in the school, including the provision of cover for absent teachers.

### **Leading, Managing and Deploying Staff**

1. Take the lead role in the selection and recruitment of the teaching and support staff in seeking to ensure the best available people are appointed.
2. Manage arrangements for the deployment and effective allocation of work to, and supervision of, all teaching and support staff in the school. Maximise their skills and contribution to the improvement of the quality of education provided and standards achieved.
3. Implement and sustain effective systems for the management and induction of staff performance, participating in arrangements for the appraisal of his/her own performance and the appraisal and performance management of teaching and support staff as appropriate.
4. Lead professional development of the staff by example, ensuring that all staff have access to relevant advice, training and development opportunities (including needs identified through Performance Management systems in accordance with the policies of the Governing Body, the School Development Plan and of the Local Authority).
5. Ensure that teachers at the school receive all information they need in order to carry out their professional duties.
6. Ensure that professional duties and conditions of employment as set out in the STPC document, including those for the Head Teacher, and national and local conditions of service for teachers and support staff, are fulfilled.
7. Develop and maintain a communication and decision-making structure, providing opportunities for staff participation, including the use of formal procedures to solve problems and resolve conflict.
8. Foster and maintain relationships with organisations representing teachers and support staff.

### **Deployment of Resources**

1. Set priorities and targets for expenditure, allocate funds and ensure effective administration and management of all school resources.
2. Ensure the sound financial management of the school in accordance with relevant regulations.
3. Make arrangements for security and effective supervision of the school buildings, their contents and school grounds. Ensure that such resources are managed to meet the needs of the curriculum and comply with all relevant Health and Safety regulations.
4. Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improving pupils' achievements, ensuring efficiency and securing value for money.

### **Accountability**

1. Be accountable for the safeguarding and welfare of children and all stakeholders using the school.
2. Be accountable for the efficiency and effectiveness of the school to the Governing Body, the Local Authority and the Diocese of Bath and Wells.

3. Fulfil, at all times, the tenets of the Trust Deed.
4. Foster and maintain good community relations by implementing school policy and liaising with Local Authority and Diocesan officers where appropriate.
5. Present a coherent, understandable and accurate account of the school's performance in a form appropriate to a range of audiences including governors, parents and carers. Maintain and provide adequate and appropriate records, statistical data and returns.