



Clifton Primary School

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

HEADTEACHER - JOB DESCRIPTION

SALARY SCALE: GROUP 5, ISR L25-31

As required by Paragraphs 44-48 & 52 of the School Teachers' Pay and Conditions Document.

1. Job Purpose

As required by paragraph 44-48 & 52 of the School Teachers' Pay and Conditions Document, to be responsible for the internal organisation, management and control of the school.

2. Duties and responsibilities

2.1 General

To act in accordance with the requirements of paragraphs 46 – 49 & 53 of the School Teachers' Pay and Conditions Document.

To undertake the professional responsibilities of a headteacher as set out in paragraph 48 of the School Teachers' Pay and Conditions Document.

To act in accordance with other legislation affecting the conduct of the school, particularly that governing health and safety matters and employment rights.

2.2 Specific

To focus on raising attainment across the whole school.

To work closely with parents and other partners.

To enhance the unique role of Clifton at the heart of a diverse local community.

3 Line Management

Responsible overall for the supervision of all staff employed by the school or contracted to the school.

4 Conditions of employment

The above responsibilities are in accordance with the School Teachers' Pay and Conditions Document in terms of duties and working time and are also subject to any local agreements and LA guidance on interpreting conditions of service.

5. Review and Amendment

5.1 This job description is normally subject to annual review. Subject to the provisions of the School Teachers' Pay and Conditions Document it may be amended at the request of the Governing Body or the Head Teacher but only after full consultation between them. It will be signed if agreement is reached.

6. Complaints

6.1 If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.