

JOB DESCRIPTION

Headteacher; Arden Primary School

Salary: Group 4 L21-27



Job Purpose

The headteacher is responsible for the leadership, internal organisation, management and control of the school as required by the School Teachers Pay and Conditions document (Para 58).

Duties and Responsibilities

To act in accordance with requirements and undertake the professional duties as laid out in School Teachers' Pay and Conditions Document

- Formulate the overall aims and objectives of the school and policies for their implementation
- Create an ethos and provide educational vision and direction that allows for effective teaching, successful learning, high achievement and solid preparation for future life
- Oversee the development of the School Development Plan published each Autumn Term and shared with all stakeholders
- Ensure quality and detailed self evaluation of the school, recognising successes and areas to develop and how to measure progress and impact
- Participation in the selection and appointment of teaching and non- teaching staff
- Deploying and managing all teaching and support staff at the school and allocating particular duties to them in a matter consistent with their terms of employment, having regard to the nature and extent of their management responsibilities
- Ensuring that a teacher is assigned in the school timetable to every class and group of pupils
- Ensuring teachers receive information they need to carry out their professional duties effectively
- Act in accordance with other legislation affecting the conduct of the school, particularly that concerning health and safety, safeguarding and employment rights
- Working with the governing body to ensure they fulfil statutory duties and provide verbal or written report to every meeting
- Determining, organising and implementing an appropriate curriculum for the school
- Evaluating standards of teaching and learning in the school, ensuring proper standards of professional performance are established and maintained
- Ensuring statutory appraisal / performance management takes place for all staff, according to agreed guidelines and procedures, including reviewer for Leadership Team and ASTs
- Ensuring staff have access to quality professional development opportunities both within and beyond the school
- Ensuring adequate supervision and mentoring of newly qualified and training teachers is in place, according to agreed guidelines and procedures

- Overseeing threshold and post threshold assessments
- Ensuring progress of pupils is monitored and recorded and that staff are actively involved in assessing progressing and intervening where appropriate
- Ensuring that policies for pastoral care of pupils are implemented
- Ensuring the maintenance of good order and discipline at all times of the school day, and promoting systems to encourage good behaviour
- To ensure parents have regular information about their children, their learning and the school, and promoting effective relationships between them and the school
- Organisation of timetables, rotas, job descriptions, policies and assemblies
- Allocating, controlling and accounting for those financial and material resources of the school which are under his control – authorisation of invoices, signatory, and weekly checks of virements, reconciliation and budgets with finance officer and strategically with LT and Governor Finance Committee
- Forging links with the community through liaison with other schools, outside agencies, local businesses and associated extended school and children’s centre personnel

Line Management

Responsible for the supervision of all staff employed in the school, other than premises staff.

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.

This job description will be subject to annual review or amended at the request of the Governing Body or Head Teacher, but only after full consultation.

Signed _____ (Head Teacher)