

LONGFIELDS PRIMARY & NURSERY SCHOOL
Head Teacher Job Description

Post- Head Teacher

Scale- Leadership Scale L18 - L24 (£67,351 - £77,237)

Responsible to - The Governing Body

The successful candidate will be required to carry out the following duties.

1. To promote a culture in which all pupils/staff are valued and encouraged to be active participants in the teaching and learning process.
2. To develop a quality framework through its policy and operational documents to meet the school's vision for the future.
3. To turn the strategic vision for the school into a stretching but achievable School Development Plan, communicating and implementing that plan with focus and determination.
4. To promote and safeguard the welfare of children. As the DSL you will need to provide excellent leadership for all areas of safeguarding. You will be responsible for excellent record keeping that could be picked up by someone else either in your absence or at times of audit or investigation.
5. To make sure that the school is a stimulating and safe place to be for the pupils/staff and all those who visit the premises, ensuring that health and safety standards are always met.
6. To set high standards for attendance, attainment and achievement, maximising potential for all pupils.
7. To promote and maintain a high standard of behaviour throughout the school, through good teaching and learning, supported by clear policies and practices which promote independence, responsible attitudes, and positive relationships.
8. To sustain and build on the positive inclusive ethos within the school in which individuals feel valued and where personal endeavour and responsibility are encouraged.
9. To develop confidence and to set an example of professional standards and leadership.
10. To promote a suitable system of pastoral care for all children and staff, including liaison with parents/carers/guardians and outside agencies.
11. To represent, build and celebrate our developing and changing community, engaging parents/carers/guardians in the education of their children.

Inclusion

12. To identify and provide for the specific needs of all pupils including all those with special educational needs and disabilities (SEND), considering current legislation.
13. To ensure that the school's equal opportunities policy is followed.
14. To provide a culture of mutual respect and understanding.
15. To promote equality of opportunity in the appointment and promotion of all staff.

Curriculum

16. To support the entitlement of pupils to a broad and balanced curriculum by ensuring equality of access to the whole curriculum for all current and potential future pupils.
17. To maintain and regularly review a timetable which fully meets the requirements of Early Years

Foundation Stage Curriculum and the National Curriculum in Key Stage 1 and Key Stage 2.

18. Ensuring progression and continuity of a wide curriculum is offered throughout the school.
19. To take account of the needs and aptitudes of all pupils through appropriate curriculum planning and evaluation to ensure high standards and optimum achievement for each pupil, minimising disadvantage of any kind.
20. To promote an enriched curriculum developing the existing range of extended activities in order to support achievement.
21. To communicate the curriculum with parents/carers/guardians and pupils to ensure that individual aims and progress are achieved.

Pupils

22. The Head Teacher is required to ensure that child protection policies and procedures are adhered to as required by law and county policy.
23. To set high expectations for every child in the school and to ensure all pupils achieve these standards, through a curriculum which is designed to produce enjoyable and exciting development and learning.
24. To address the individual needs of pupils including SEND and more able pupils which is reflected in planning, assessment and marking.
25. To identify, provide for and challenge the more able pupils in the school.
26. To continue to develop and maintain effective systems of planning, assessment and record keeping, and communications with parents/carers/guardians and children, to ensure that individual aims and progress are achieved.
27. To identify and provide for the specific needs of all children, taking account of current legislation to support the Governing Body in carrying out its responsibilities.
28. To set high expectations for pupil behaviour, ensuring the school's behaviour policy is applied consistently and fairly at all times.

Teaching

29. To lead on and to ensure excellent teaching throughout the school, delivering a modern and exciting curriculum.
30. To ensure high quality teaching and learning, through a rigorous and supportive programme of monitoring and evaluation.
31. To regularly monitor and develop effective classroom practice appraising the quality of teaching throughout the school, to ensure high standards are achieved and maintained.
32. To commit time, as appropriate, to teaching and classroom contact and to lead on, promote and encourage the development of good practices through school based education and training.
33. To work alongside staff to promote and facilitate teamwork.
34. To undertake a flexible teaching commitment.

Staff

35. To continue to develop a highly skilled and effective staff team, who are committed to "getting the very best" out of every child in the school.
36. To ensure effective and continuous professional development for staff.
37. To lead and develop an effective senior management team and to inspire, motivate, encourage and manage the whole staff team.
38. To manage the appointment of teaching and support staff, in collaboration with the Governing

Body as appropriate, to ensure that appointees can have the potential to achieve the agreed aims and objectives of the school.

39. To lead and motivate staff to ensure that they have access to suitable advice, education, and training appropriate to their professional needs and those of the school as identified in the School Development Plan and through self-evaluation.
40. To support all staff in carrying out their responsibilities effectively through regular performance management and review to ensure appropriate targets are set. Ensuring the provision of suitable training within the context of the policy for performance management.

Organisation and Management

41. To be responsible for the day-to-day management of the school and delegation to SLT as well as working together with the School Improvement Officer.
42. To move the school forward, overseeing some existing extended school provision and any associated relationships, within the framework of the aims of the school, and to lead and co-ordinate the staff to achieve those aims, in the context of the School Development Plan, or self-evaluation, in full consultation with the governing body.
43. To implement and review the short, mid and long term development plans for the school.
44. To continue to maintain and review effective systems of planning, assessment, record keeping and communications with parents/carers/guardians to ensure that individual aims and progress are achieved.
45. To manage and monitor financial and all resources (both human and material) effectively and efficiently, linked to the priorities of the school ensuring all financial conditions and requirements are met.
46. To ensure sound management of the school's finances in line with SFVS and upkeep of the school premises and infrastructure.
47. To model effective time management, organisation and prioritisation.
48. To monitor and review the work and organisation of the school to ensure effective implementation of policy and practice with the focus on raising attainment.
49. To take the lead on all aspects of health and safety insuring a safe school environment.

The Governing Body

In consultation with the Governing Body,

50. To review the School Development Plan, underpinned by sound financial planning, to set a clear vision and direction for the school; identify priorities and targets and determine how best to achieve high standards.
51. To continue to build and maintain a strong and vibrant school community, ensuring positive and productive relationships with the Governing Body, parents/carers/guardians and the wider local community.
52. To provide appropriate and timely information and advice to the governors, consulting them where necessary, assisting them in the discharge of their duties.
53. To continue to work with the governors keeping them fully informed of the use of the school's resources ensuring the effective use of all finance.
54. To continue to develop excellent working links between staff and governors.
55. To ensure that governors are welcomed into the school and encouraged to participate in school life as well as attending regular governors' meetings.

Parents/Carers/Guardians and the Community

56. To maintain and continue to promote a sense of family right across the school and the wider local community, thus providing mutual respect and support between pupils, staff, parents/carers/guardians as well as the wider local community.
57. To secure the commitment of the wider community to the school by developing and maintaining effective networks.
58. To maintain effective methods of consultation and communication, and to keep parents/carers/guardians fully informed about all matters relating to the education of their children, seeking to extend parents' knowledge of and involvement in the school.
59. To manage effectively the positive two-way relationship linking home and school in a supportive working partnership, in order to ensure parents are encouraged and valued in promoting children's learning.

Other Schools

60. To ensure that the school continues to promote effective links with local schools and BLIP (Bicester Learning In Partnership). Continuing the excellent links with the network of Head Teachers within the Bicester Area.
61. To further develop, promote and maintain effective links with nursery.
62. To maintain and develop links with the many other organisations and groups which provide support or offer opportunities to the school.