

JOB DESCRIPTION

Job title	Head Teacher
Grade:	Leadership scale ISR L29-L35
Responsible to:	Chair of Governors

Professional duties

- To lead and manage the School; providing a vision and setting a culture that puts the children's welfare, a thirst for learning and a desire for continual improvement at the heart of what we do.
- The Headteacher shall carry out their professional duties in accordance with:
 - Safeguarding legislation
 - The Current School Teachers Pay and Conditions Document
 - Current Headteachers' Standards
 - School Policies.

Specific Responsibilities

The Head Teacher will focus on the strategic development and growth of the school, curriculum development and scrutiny, pastoral care and EHCP Outcomes, relations with parents, the community and professional development through:

Strategic Leadership and Management

- Play a key role in the external environment to influence and drive key policy and improvement in terms of the delivery of SEND services and education across Norfolk. Collaborate to raise standards through shared extended services, activities and innovative initiatives.
- Working with the governing body provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school to raise standards of achievement.
- Ensure that all aspects of school performance are monitored and evaluated in a robust, cyclical manner and maintain a record of self-evaluation and areas for improvement, and of progress made in respect of these (specially drafting the School Improvement Plan)

- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.
- Consult and communicate with the governing body, staff, pupils, parents and carers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies.
- Arrange for a suitable person to assume responsibility for the discharge of their functions as Head Teacher during breaks and absences away from the school.
- Work with the LA, other schools, parents and NPLaw regarding school admissions

Quality of Education

- Lead and manage quality of education throughout the school,
- To ensure all pupils receive a broad and balanced curriculum, and that their curriculum intent matches pupil needs and prepared them for the next steps,
- Develop, implement and evaluate the school's policies, practices and procedures in accordance with guidance and legislation,
- To ensure that there are rigorous processes for the monitoring of the implementation of the curriculum through lesson observation feedback, learning walks and planning monitoring,
- Securing improvement in teaching through high expectations of the Leadership Team and effective professional development,
- Implementing the curriculum and assessment policies and schemes of work being used by the school and ensuring that they are flexible enough to meet the needs of all pupils,
- Creating and maintaining effective partnerships with parents to improve achievement and personal and social development.

Behaviour and Attitudes

- Promote the safety and well-being of all pupils and staff,
- Ensure that all school systems, organisations and processes are well considered, efficient and fit for purpose,
- Promote a culture/ethos of continuous dialogue including an open door policy to ensure all pupils, staff and visitors feel listened to,
- Ensure the school meets all the requirements regarding Looked After Children,
- The skills to be able to interpret behaviour as an expression of need

Leading and Managing Staff

- Line manage, support and empower SLT members and other named postholders,

- Develop, lead and manage clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers, including whether a teacher at the school who applied to be paid on the upper pay range should be paid on that range. Promote and maintain a culture of high expectations for self and others
- Organise and deploy resources within the school,
- Promote harmonious working relationships within the school,
- Maintain relationships with organisations representing teachers and other members of the staff,
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments,
- Promote the participation of staff in relevant continuing professional development,
- Participate in arrangements for the appraisal and review of their own performance.

Personal development

- Sustain the culture of nurture and support to ensure the barriers to learning are broken down, to give bespoke support to the child and the whole family, to enhance their progress