



JOB DESCRIPTION
PRIMARY HEAD TEACHER
I.S.R: 17-23



ROBERT MELLORS
PRIMARY ACADEMY

CORE REQUIREMENTS OF THE POST:

- As a Head Teacher you shall carry out your professional duties as circumstances may reasonably require as provided for under the relevant sections of the latest School Teachers' Pay and Conditions Document and in line with the expectations of the 'National Standards of Excellence for Head Teachers' (2015).
- In addition to the duties specified within the section "Particular Responsibilities", you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.
- To provide vision and professional leadership to secure its success and improvement and ensure a first-class education for all its pupils.
- Ensure the highest possible standards of education through the promotion of effective teaching and learning, a balanced curriculum, the provision of excellent pastoral care and support for pupils and a rich extra-curricular programme.
- Be responsible for promoting the aims, values and ethos of the academy and ensure effective communications with all stakeholders.
- Lead the shaping of the academy's future and ensure that everyone is enabled to contribute effectively to the progress and development of the academy.
- To promote and safeguard the welfare of children, young persons and adults for whom you are responsible and with whom you come into contact during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the academy's policies and procedures.
- To report any causes for concern relating to the welfare and safety of children to the senior designated person, the LADO or the designated safeguarding governor as appropriate.
- To attend safeguarding training as required and maintain your knowledge and understanding of your responsibility for safeguarding.
- Ensure that the academy complies with educational and other relevant legislation, including health and safety.
- Keep abreast of changes in government policy.

PARTICULAR RESPONSIBILITIES:

Strategic direction and development of the school

To:

- lead by example and provide inspiration, purposeful leadership and motivation to the school community, including pupils and staff;
- generate vision, ethos and policies for the academy which promote high levels of achievement and meet equality objectives;
- create and implement a strategic development plan, underpinned by sound financial planning, within the national and local context, which identifies priorities and targets for ensuring that pupils achieve high standards and that teaching is effective;
- support all staff in achieving the priorities and targets which the academy sets for itself and provide them with the motivation to support its aims;
- ensure that the management of the school, including finance and administration, support the academy's policies, its vision and aims;
- monitor and review all aspects of attainment, priorities, targets and policy and take necessary action.

Teaching and learning

To:

- create an environment which secures effective learning across the breadth of the National Curriculum for all pupils, which promotes high standards of achievement, behaviour and discipline;
- determine and organise the curriculum and monitor and evaluate its effectiveness;
- monitor the quality of teaching and pupils' achievements including the analysis of performance data and ensure there is an effective assessment, recording and reporting system of pupil progress;
- develop links with parents, other schools, the Trust, other educational establishments and the wider community, including business and industry, in order to enhance teaching and learning and pupils' personal development;
- create an effective partnership with parents and the wider community;
- contribute, as appropriate, to the teaching in the academy;
- maintain an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour;
- promote and contribute to extra-curricular activities in accordance with the academy's aims.

Leading and managing staff

To:

- develop positive working relationships with and between all staff, governors and Trade Unions;

- implement and sustain effective strategies for the management of all staff;
- plan, evaluate and support the work of groups of staff, delegate appropriately and clearly evaluate outcomes;
- enable staff to develop expertise in their respective roles through the identification of needs, ensuring an effective programme of access to continuing professional development;
- enable performance management systems to operate effectively and to engage with appraisal requirements of the Head Teacher and relevant staff. Promote and monitor CPD of staff;
- take part in the Trust's development programme by participating in arrangements for further training and professional development;
- sustain personal and staff motivation.

Effective deployment of staff and resources

To:

- work with the Redhill Academy Trust and local governors and colleagues to recruit and retain high quality staff;
- ensure that all staff and local governors understand their respective roles and responsibilities;
- produce an agreed time budget which effectively deploys staff;
- deploy and develop staff to make effective use of their skills, expertise and experience and to ensure the effective management of the academy in the absence of the Head Teacher;
- manage and organise the use of the academy accommodation efficiently and effectively;
- manage and organise relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met;
- establish priorities for expenditure and monitor the effectiveness of spending within the Financial Regulations of the Redhill Academy Trust;
- monitor the use of resources with a view to achieving value for money, within the academy's financial context;
- plan and manage the academy's financial resources and maximise the level of external funding that is attracted to support the academy's development.

Accountability

To:

- provide information and advice to the Redhill Academy Trust and the local governing body so that it can meet its responsibilities and ensure proper accountability throughout the academy;
- ensure that the financial accounts of the academy are maintained according to the Redhill Academy Trust's Financial Regulations and that the local governing body is effectively informed to enable it to be appropriately accountable;

- account for the academy's performance to internal and external agencies through the analysis of performance data and appropriate reporting; the use of such analysis to inform planning at all levels;
- provide relevant information about all aspects of the academy to parents, the community and other interested parties;
- ensure that the academy meets all legal requirements in relation to equal opportunities legislation and that the academy operates in the spirit of the law as well as to the letter;
- ensure that the academy complies with all statutory requirements and the Redhill Academy Trust's agreements relating to the provision of education and other relevant legislation;
- ensure that parents/carers are well informed about their child's curriculum attainment and progress and about the contribution they can make in supporting learning and achievement and ensure they are well informed about the curriculum and the targets for improvement;
- provide information, objective advice and support to the local governing body to enable it to meet its responsibilities for securing effective teaching and learning, improved standards of achievement and for achieving efficiency and value for money.

Marketing and liaison

To:

- take part in marketing and liaison activities such as open evenings, parents' meetings, review days and other events to promote the academy;
- contribute and support the development of effective subject links with external agencies and other primaries.

Pastoral system

To:

- promote the progress and well-being of individual pupils;
- contribute to the preparation of action plans and progress files and other reports;
- alert the appropriate staff to issues experienced by pupils and to make recommendations as to how to resolve them;
- communicate, as appropriate, with the parents of pupils and with persons or bodies outside the academy concerned with the welfare of individual pupils;
- contribute to PSHE, citizenship;
- lead the academy's behaviour management system so that effective learning can take place.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail.

Issued by:

Chair of Governors

Received by:

Head Teacher