

## **JOB DESCRIPTION**

### **HEADTEACHER, ST. MICHAEL'S C.E. PRIMARY SCHOOL, DALSTON, CARLISLE**

*Duties should be carried out with due regard to statutory orders and regulations, articles of government and policies of the Governors. This job description is not exhaustive and further reference should be made to 'Teachers' Pay and Conditions' and 'The National Standards of Excellence for Head teachers'.*

#### **Core Purpose**

The headteacher is to provide the professional leadership and management of the school. This will reflect the school's status as a church school and ensure its success and improvement, whilst delivering high quality education and personalised learning for all its pupils. S/he will lead to high standards and achievement in an environment that promotes the care and self-esteem of all.

#### **Key Areas of Work**

Strategic direction and development of the school – 'Creating the Future'

- To ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- To develop a rigorous and effective School Improvement Plan to incorporate recent Ofsted findings and re-establish an excellent school
- To work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement

#### **Leading Learning and Teaching**

- To have high aspirations and expectations of all staff and pupils
- To ensure the consistent high quality of teaching, learning and achievement of *all* pupils
- To create and maintain a learning culture which enables pupils to become effective, enthusiastic, independent learners committed to lifelong learning
- To determine, organise and implement the curriculum and its assessment and report appropriately
- To implement strategies which secure high standards of behaviour and attendance
- To ensure that R.E. and Collective Worship are central to the life and teaching of the school, and to set a high personal example in these aspects

#### **Professional Development and Working with Others**

- To build a professional learning community that enables others to achieve
- To ensure performance management and continuous professional development of staff and self
- To share leadership, build teams and work cooperatively with pupils, staff, governors, parents and other members of the community to achieve the school's goals and objectives

#### **Managing the Organisation**

- To produce and implement improvement plans and policies for the development of the school and its facilities
- To build and maintain organisational structures and systems which distribute leadership and enable the school to run efficiently and effectively on a day-to-day basis
- To monitor, evaluate and review the effects of policies, priorities and targets of the school in practice
- To manage the school's financial and human resources effectively and efficiently to achieve the school's goals and ensure value for money

## **Securing Accountability**

- To ensure that individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- To work with the governing body to enable them to meet their responsibilities
- To provide information about and account for the school's work and performance to a range of audiences including parents and governors

## **Strengthening Community**

- To build a school culture and curriculum that takes into account the uniqueness of the school's community
- To build and maintain links with the wider community to sustain and enrich all aspects of school life
- To collaborate with other agencies to support the learning, safeguarding and welfare of pupils and their families
- To create and maintain partnership with parents to support the learning and pastoral care of pupils
- To collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools
- To continue the creative partnership with the church that fosters the spiritual development of the children