



Job Description Headteacher

Updated & Agreed: October 2017

JOB TITLE: Headteacher
DIRECTLY RESPONSIBLE TO: The Governing Body

Shaping the Future

- The ability to communicate a clear vision for the school strategy over the next 3-5 years, knowing and implementing what is required for an aspirational Good school to become a high achieving Outstanding school for both OFSTED & SIAMS.
- To ensure the school continues to remain competitive in terms of its educational provision, creating clear parental choice opportunities for the future.
- Ensure the vision of the school is clearly articulated, shared, understood and acted upon effectively by all;
- Work within the school community to translate the visions into agreed objectives and operational plans which will promote and sustain school improvement;
- Demonstrate the vision and values in everyday work and practice. Motivate and work with others to create a shared culture and positive climate;
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence;
- Ensure the strategic planning takes account of the diversity, values and experience of the school and community and cultures at large;
- Ensure that the school buildings and environment successfully reflect the vision of the school.
- To successfully manage the schools transition to an academy, becoming a proactive, supporting and developing member of the trust.

Leading Learning and Teaching

- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;
- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning;
- Ensure that learning is at the centre of strategic planning and resource management;
- Establish creative, responsive and effective approaches to learning and teaching;
- Demonstrate and articulate high expectations and set stretching targets for the whole school community;
- Implement strategies which secure high standards of behaviour and attendance;
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework;



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- Nurture & maintain an effective partnership with parents & carers to support and improve pupil's achievement & personal development.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils;
- Monitor, evaluate and review classroom practice and promote improvement strategies;
- Challenge underperformance at all levels and ensure effective corrective action and follow-up;
- Continue to maintain an effective partnership with parents, church and the wider community, based on a supportive Christian ethos to ensure the delivery of educational excellence thereby improving pupil's achievement and personal development.

Developing Self and Working with Others

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture;
- Build a collaborative learning culture within the school and actively engage with other schools within and outside of the trust to build effective learning communities; if necessary by leading the initiatives.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review;
- Ensure effective planning, allocation and support for teams and individuals, ensuring clear delegation of tasks and empowerment of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams;
- Develop and maintain a culture of high expectations for self and others and take appropriate action when performance is unsatisfactory;
- Regularly review own practice, set personal targets and take responsibility for own personal development;
- Manage own workload and that of others to allow an appropriate work/life balance;
- Ensure that the school is committed to Safeguarding and promoting the welfare of children as a key priority within the school at all times;
- Engage effectively with children of all ages across the school, gaining respect and encouraging participation and feedback (e.g. School Council)

Managing the Organisation

- Create an organisational structure which reflects the school's values, and enables the management system structures and processes to work effectively in line with legal requirements;
- Produce and implement clear, evidence-based & SMART improvement plans and policies for the development of the school and its facilities;



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- Ensure that policies and practices are regularly monitored and adapted, taking into account national and local requirements and initiatives as necessary. Ensuring full implementation by all staff and governors.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities;
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school;
- Implement successful performance management processes with all staff;
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations;
- Ensure that the range, quality and use of all available local resources is carefully monitored, evaluated and reviewed as an academy to improve the quality of education for all pupils and provide value for money;
- Use and integrate a range of technologies effectively and efficiently to manage the school. Ensuring with Governors and the trust that cyber security responsibilities are recognised and implemented.

Securing Accountability

- Fulfil commitments arising from the contractual accountability to the Governing Body, Diocese and Trust.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation;
- Work with the local Governing Body & Trust (providing information objective advice and support) to enable it to meet its responsibilities;
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including Governors, Diocese, Trust, current & future parents, the local community, OFSTED and any others to enable them to play their part effectively.
- Reflect on personal contribution to school achievements and take account of feedback from others.
- Co-operate and work with the relevant agencies to protect children, with special regard to SEND, Safeguarding and Child Protection agencies;

Strengthening Community

- Expand & develop a school culture and curriculum which takes account not only the school's own communities, but also looks for opportunity to expose children to external diversity;
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives;



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- Promote the values of the Church of England, and enhance the life of the school through the ethos of an academy within the Oxford Diocesan Bucks School Trust.
- Create and promote positive strategies for managing and challenging all forms of prejudice and dealing with any anti-social behaviours.
- Ensure learning experiences for pupils are linked into and integrated with the wider community;
- Ensure a range of community-based learning experiences;
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of pupils and their families;
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community;
- Work effectively to further the links with other schools within the Trust to ensure progression, parity and harmonious working.

General

- Any specific actions from the above areas may be delegated wholly or on part as appropriate, as recorded in the job descriptions of the other staff in the school.

Signed:

Dated:

25th October 2017

Chair of Governors