

JOB DESCRIPTION FOR HEAD TEACHER

BIRMINGHAM CITY COUNCIL CLIFTON PRIMARY SCHOOL

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

HEAD TEACHER - JOB DESCRIPTION SALARY SCALE:

<p>1. Job Purpose As required by the School Teachers' Pay and Conditions Document, to be responsible for the internal organisation, management and control of the school.</p>
--

<p>2. Duties and responsibilities</p> <p>2.1 General To act in accordance with the conditions of employment for head teachers in the School Teachers' Pay and Conditions Document To undertake the professional duties of a head teacher as set out in the School Teachers' Pay and Conditions Document To act in accordance with other legislation affecting the conduct of the school, particularly that governing health and safety matters and employment rights</p> <p>2.2 Specific</p> <p>2.2.1 Strategic direction and development of the school</p> <ul style="list-style-type: none">• Work with the governing body to review and develop the strategic vision for the school in its community, and analyse and plan for the future needs and further development of the school• Provide vision and direction to secure effective teaching, successful learning and achievement by pupils and sustained improvement in their social, moral, cultural, spiritual, and physical development to prepare them for the opportunities, responsibilities and experiences of later life• Ensure that a School Development Plan, based on robust self-evaluation, is in place and is delivered and impacts on school improvement• Enable the governing body to challenge and support the school effectively to enable it to meet its responsibilities, by attending meetings and providing timely and relevant information on:<ul style="list-style-type: none">○ Progress against the School Development Plan,○ Pupil attainment, progress and achievement and quality of teaching and learning, including SEND provision,○ Actions arising from recent audits,○ Child safeguarding, bullying and attendance,○ Other matters as the governing needs to be informed of in order to be effective,○ Propose to the governing body a balanced budget that meets the needs and addresses the priorities within the School Development Plan across the planning period.• Ensure creativity, continuous improvement and the use of appropriate technologies to achieve excellence and a broad curriculum, equipping pupils well for their next stage of education• Promote the vision and values of the school and demonstrate them in everyday work and practice to allow both children and adults to flourish• Promote an inclusive environment and positive and respectful relationships across the school community
--

2.2.2 Leading, learning and teaching

- Work with staff and the governing body to secure and sustain effective learning in the school
- Monitor and evaluate the quality of teaching and standards of pupils' achievement across the school, using benchmarks and rigorous analysis of data to identify priorities for school development and setting targets for improvement
- 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
- Ensure a diverse, creative, flexible curriculum
- Implement an effective assessment framework
- Embody excellent leadership together with confident, clear and sensitive oral and written communication skills
- Work in partnership with staff, the wider community and other service providers to maintain and extend the curriculum and sustain a variety of after school provision.

2.2.3 Managing the school

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Create an organisational structure which reflects the school's vision and values and enables the management systems, structures and processes to work effectively in line with legal requirements
- Recruit, retain, develop and deploy staff effectively in order to maintain the highest quality of education and to achieve the vision and goals of the school
- Ensure rigorous approaches to identifying, managing and mitigating risk are in place including those relating to the school's large and complex site.
- Set a balanced budget based on a secure understanding of school financial systems.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers, to ensure that they are well informed about the curriculum, attainment and progress and about the contribution that they can make to achieving the school's targets.

2.2.4 Leading and Managing Staff

- Plan, allocate, support and evaluate the work undertaken by all staff, ensuring clear and appropriate delegation of tasks and devolution of responsibilities
- Work closely with the administrative staff to ensure the smooth running of the school
- Put in place effective means of communication with staff that provides them with support, and the information needed to help them in carrying out their duties effectively
- Implement and sustain effective strategies and processes for staff induction and the performance management of staff, including the appraisal process, ensuring it is balanced and robust
- Support subject leaders in the development of core and non-core subjects
- Ensure that staff have access to appropriate, high-standard professional development opportunities
- Ensure that trainees and Early Career Teachers teachers are appropriately trained, monitored, supported and assessed in relation to all relevant standards
- Manage staff with due attention to workload and broader well-being
- Maintain a culture of high staff professionalism, ensuring staff understand their professional responsibilities and are held to account and ensure poor performance is addressed where needed.
- Sustain a culture of trust and mutual support from the SLT through to all staff
- Demonstrate strong commitment to their own professional development.

2.2.5 Safeguarding

- Promote and uphold a strong safeguarding culture across the school community, ensuring current good practice is sustained and continues to evolve to remain up to date

- Ensure the policies and procedures relating to safeguarding and safer recruitment are adopted by the governing body and are fully implemented and followed by all staff
 - Ensure sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children
 - Ensure all staff and volunteers feel able to raise concerns about poor and unsafe practice in regard to children and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.
- 2.2.6 Additional and special educational needs and disabilities (SEND)**
- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
 - Promote a culture and practices that enable all pupils to access the curriculum and learn effectively
 - Ensure the school works effectively in partnership with parents, carers and professionals to identify additional needs and special educational needs and disabilities of pupils and provide support and adaptation where appropriate
 - Ensure the school fulfils statutory duties regarding the SEND Code of Practice
- 2.2.7 Community and working in partnership**
- Be the external face of the school to our community, ensuring good communication between the school and everyone with whom we work
Build a school culture and curriculum which takes account of and uses the richness and diversity of the school's communities and nurtures relationships through effective communication, to enhance and enrich the school and its value to the wider community
 - Maintain an outward-looking perspective through creating learning experiences for pupils with the wider community
 - Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development
 - Actively engage with other local schools

3. Line Management

- 3.1 Responsible for the supervision of all staff employed in the school (other than school meals staff)

4. Conditions of employment

- 4.1 The above responsibilities are in accordance with the School Teachers' Pay and Conditions Document in terms of duties and working time and are also subject to any local agreements and LA guidance on interpreting conditions of service

5 Review and Amendment

- 5.1 This job description is normally subject to annual review. Subject to the provisions of the School Teachers' Pay and Conditions Document it may be amended at the request of the Governing Body or the Head Teacher but only after full consultation between them. It will be signed if agreement is reached.

6. Complaints

- 6.1 If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Job description issued after consultation _____ (Signature of the Chair of the Staffing Committee)

Copy received by _____ (Signature of the Head Teacher)

Date _____