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| Authority: West Berkshire Council | Job title: Headteacher |
| Location: Hermitage Primary School | Salary range: £52,414- £64,736 |
| Reporting to: The Governing Board |

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| Job Description |

Main purpose

To provide excellent strategic professional leadership and management for our school, which secures its success and improvement by ensuring the highest standards in terms of progress and attainment of all pupils, quality of teaching and learning and pupil well-being.

Strategic direction and development of the school

* Work with the Governing Board and Senior Leadership Team to build on the strategic vision of the school in order to meet its future needs.
* Review and implement a School Development Plan/RAP to deliver the strategic vision underpinned by school self-review, knowledge of best practice and sound financial planning.
* Ensure that learning is at the centre of the strategic vision and resource management
* With the Governing Board and School Business Manager, set and maintain a sustainable budget strategy which will enable the school to deliver the aims and objectives in the School Development Plan.
* Develop income generation opportunities to maximise the use of the school’s assets.
* Ensure that the management, finances, organisation and administration of the school supports the achievement of the aims and objectives set out in the School Development Plan.
* Ensure that the statutory requirements are met and that all the policies and procedures are in place, robust and up to date and understood by all concerned.
* Empower, develop and maintain strategic leadership capacity to support succession planning across all areas.
* To ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long term and short-term objectives and targets which secure the educational success of the school.
* Create an environment for learning where every child feels supported, challenged and cared for so that they can realise their full potential.
* Maintain and develop effective links in the local community to deliver the School’s aims and objectives.
* Actively seek out opportunities to collaborate with other schools to support each other on shared aims.
* Ability to design, embrace and develop new, innovative and creative solutions to meet the aims of the school development plan.
* Co-operate and work with relevant agencies to safeguard children.
* Lead by example to provide inspiration for the Senior Leadership Team, all staff, pupils, parents and Governors.

Teaching and Learning

* Lead by example in setting high standards to improve and develop teaching within the school.
* Ensure that there is an environment which promotes outstanding teaching and learning and which enables all teachers to exceed the minimum requirements set out in the Teachers’ Standards.
* Ensure that the environment secures effective learning, high standards of achievement, and good behaviour and discipline.
* Monitor and evaluate teaching, learning and the standards of pupils’ achievement, set targets for improvement, challenge under-performance across all groups, and ensure appropriate action is taken.
* Monitor and evaluate data to enable pupil progress and attainment to be tracked and appropriate teaching strategies to be implemented based on this analysis. Actively promote the use of data across the school.
* Implement, monitor and develop a challenging curriculum so that it meets the statutory requirements, fulfils the needs of pupils and enriches their learning experience.
* Maintain the focus on the personal, health, social, emotional and moral development of all pupils.
* Through visible leadership strengthen the relationships with parents/carers to support and improve pupils’ achievement and personal development.
* Promote extra-curricular activities and opportunities in accordance with the educational aims of the school and to enrich pupils’ lives in general.

Leadership and Management

* Develop and maintain a positive and effective relationship with the Governing Board.
* Promote an open, fair, honest and respectful working environment.
* Ensure appropriate organisational structures are in place which ensure delivery of the aims and objectives of the school, appropriate delegation and professional development opportunities whilst also maintaining an appropriate cost base.
* Working with the Senior Leadership Team and Governors where required, in managing the recruitment, selection and retention of all staff.
* Implement and sustain effective systems for performance management of staff which ensure staff are focused on the aims and objectives in the School Development Plan.
* Ensure appropriate Continuing Professional Development opportunities for all staff, including the induction of newly qualified teachers.
* Ensure that professional duties of staff are fulfilled in accordance with the Teachers’ standards including those for Headteachers.
* Recognise and reward good and outstanding teaching and move rapidly to challenge and support under-performing teachers and staff.
* Effectively delegate tasks and responsibilities across the senior team to ensure clear prioritisation of own workload.
* Develop and maintain good working relationships with staff, children, parents/carers, the wider community and the local community.
* Develop the impact of the Senior Leadership Team to its full potential.
* To actively support and promote the activities of Hermitage PTA.
* Regularly engage in self-review of own effectiveness, and to undertake Continuing Professional Development.
* Stay abreast of the changing education landscape including the focus on alternative school structures.
* Efficient and effective deployment of staff and resources.
* Deploy staff and resources efficiently and effectively to meet the school’s aims and objectives as set out in the School Development Plan within the context of the school budget.
* Contribute to the formulation of policies and procedures of the Governing Board concerning the school’s resource and asset management and safety within the school in accordance with the School’s Financial Management and Practice Policy.
* Set appropriate priorities for expenditure, allocation of funds and effective administration and control by:
	+ Effective management of the school’s budget
	+ Rational allocation and monitoring of time, space and material resources
* Ensuring effective and safe arrangements for the sitting and storage of material and equipment
* Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations.
* Ensure the security and effective supervision of the school buildings, their contents and the grounds.
* Ensure that any lack of maintenance, repairs of modification, including breaches of Health and Safety legislation is acted upon promptly and in accordance with the delegation arrangements of the Governing Board.
* Ensure effective working relationships with external agencies and services contracted to the school, to the Governing Board and the LA.
* Ensure ‘Best Value’ by effective, efficient and economic purchasing and contracting for supplies, services and works when they are required.
* Manage, monitor and review the range, quality and use of all available resources to improve the quality of education, improve pupils’ achievements, ensure efficiency and secure value for money.
* When appropriate, consider collaborating with other schools to purchase key supplies/ resources to optimize efficiency and save cost.

Accountability

* With the Governing Board, overall accountability for the financial management and solvency of the school.
* Ensure the school is committed to safeguarding and promoting the welfare of children and young people and ensuring all the school practices, policies and procedures reflect this commitment.
* Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school.
* Ensure that pupils and parents/carers are well informed about the curriculum, attainment and progress, and that parents/carers understand the contribution they can make in supporting their child’s learning and achieving the school’s targets for improvement.
* Provide accurate information, objective advice and support to the Governing Board 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.
* Present a coherent and accurate account of the school’s performance in a form appropriate to a range of audiences, including Governors, the LA, the local community, OFSTED, pupils, parents and others to enable them to play their part effectively.
* Ensure the wrap around provision is effectively managed in line with the resources available and that all statutory responsibilities are met.
* To carry out such duties as may be reasonably required by the Governing Board.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the conditions of employment in the Schoolteacher’s Pay and Conditions as they relate to Head Teachers.