



Grange Primary School

Webb Street, London, SE1 4RP

Job Description

Designation of post: Headteacher
Responsible to: Chair of Governors

AIMS OF THE SCHOOL: Our aim at Grange Primary School is the same for every single child. We want all our pupils to have the best education. That will look different for each one of them. We all think differently, we come at things in different ways; we have different strengths and weaknesses. That is what is so special about the Grange Primary School family – we are all the same and equal, but different. We celebrate our diversity.

JOB PURPOSE:

To lead and manage the school in consultation with the Governing Body, in order to provide a sound educational community in which all are enabled to achieve their highest potential.

RESPONSIBLE TO:

The Headteacher is an employee of the Governing Body and is required to carry out professional duties as detailed in this job description and Instrument of Government for the school and, where applicable those set out in the current School Teachers Pay and Conditions Document.

STRATEGIC DIRECTION AND DEVELOPMENT OF SCHOOL

The strategic direction and development of the school stems from the school's development/improvement plan and all policies and procedures.

Main Tasks:

- To ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- To work with the Governing Body in forming educational aims and objectives, targets, outcomes and policies for their implementation
- To develop the school's development/improvement plan to promote and sustain ongoing improvement
- To work with and motivate others to ensure creativity, innovation and quality, including in the use of appropriate new technology, to achieve excellence and nurture human wholeness
- To ensure that strategic planning is based on the Governing Body's policies and takes account of the diversity, values and experiences of the school and wider community.

LEADING LEARNING AND TEACHING

Main tasks:

- To ensure that the post-COVID19 recovery curriculum and processes put in place in the school continue to address the needs of the school community
- In consultation with the Governing Body to develop curriculum policies and practices that meet statutory requirements, are relevant to the aptitude and stages of development of all pupils, including those with special needs, and provide for the spiritual, moral, cultural, social and emotional development of all pupils
- To determine and implement a diverse and flexible curriculum and implement an effective assessment framework
- To develop systems of evaluating individual pupil progress to improve learning and teaching, motivate pupils, inform parents and challenge staff, including the use of new technology to enhance and extend the learning experience of pupils and staff
- To monitor, evaluate and review teaching practices and promote improvement strategies
- To identify excellent practice in teaching and disseminate to develop practice across the school
- To challenge underperformance at all levels and ensure effective remedial action.
- To implement strategies to secure high standards of behaviour and attendance
- To develop an extended school programme providing high quality opportunities for pupils and staff to pursue learning outside of the classroom setting.

LEADING AND MANAGING STAFF

Main tasks:

- To assist the Governing Body in determining the staffing structure for the school
- To develop and maintain effective strategies for recruitment, induction, professional development and appraisal of staff
- To treat all staff fairly, equitably and with dignity and acknowledge their contributions by acknowledging and praising success
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and responsibilities
- To develop and maintain a realistic culture of high expectation for self and others and take appropriate action where necessary
- To review own practice regularly, set targets and take responsibility for own development
- To have regard to the work/ life balance of individual members of staff.

MANAGING THE ORGANISATION

Main tasks:

- To implement policies and procedures of the Governing Body to create an organisational structure, which enables the management systems, structures and processes to work effectively in compliance with statutory requirements.
- To take responsibility and account for the financial and material resources which are delegated to the Headteacher
- To manage the school's financial, and human resources effectively and efficiently to achieve the school's educational goals and priorities

- To manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations
- To provide a safe and secure environment for all who work in and visit the school
- To ensure the use of all resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and to secure value for money
- To use new technology to improve the effective use of resources

SECURING ACCOUNTABILITY

Main tasks:

- To fulfil contractual commitments in relation to the governing body including attendance at Governing Body meetings, reporting to the Governing Body as required and assisting it in its work as needed
- To develop an ethos enabling all to work collaboratively, share knowledge and understanding, celebrate success and share responsibility for outcomes
- To ensure individual staff responsibilities are defined clearly, understood and agreed and are subject to review and evaluation
- To develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including parents, governors and the local authority
- To provide opportunities for parents to have dialogue and meetings with staff in the school to support their children's learning
- To liaise with other agencies as appropriate
- To ensure accurate and up to date records are maintained to satisfy safeguarding regulations
- To reflect on own personal contributions to school achievement and to take account of feedback from others.

STRENGTHENING COMMUNITY

Main tasks:

- To build a school culture and curriculum which takes account of the richness and diversity of the school's communities
- To create and promote positive strategies for challenging all types of prejudices and discrimination
- To liaise, where appropriate, with offsite learning providers to ensure an appropriate curriculum relevant to individual needs and aspirations
- To seek opportunities to invite parents, past pupils, community figures, businesses and other organisations into the school to enhance and enrich the school and its value to the wider community
- To contribute to the development of the education system by, for example, sharing good practice, working in partnership with other schools and promoting innovative initiatives
- To promote and develop the good reputation of the school within the local and wider communities.

The applicant will be required to safeguard and promote the welfare of children and young people.

This job description forms part of the contract of employment of the person appointed to the 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 current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Headteachers.