

Job Description

Job Title	Head Teacher	School	Dawley Brook Primary School
Post Number			
ISR Range	L14-L20	Salary	£65,010 - £75,331

Reports To	Governing Body
School Mission Statement / Ethos	Work hard. Be Kind. At Dawley Brook Primary School we will nurture all pupils in their journey to achieve their full and unique potential. Our children lie at the heart of the decisions that we make. We aim to develop the confidence, independence and self esteem of every individual in our care, in partnership with parents and carers.

Purpose of the Job

- Have a strategic view of ensuring success for pupils, staff and the school
- Advise the Governing Body on the formation of policies and their implementation
- Be a role model for the Dawley Brook school community, ensuring high quality teaching and achievement in school, with due regard to Headteachers' Standards (2020)
- Work in co-operation with the Head of Education, Directorate of Children's Services and relevant external agencies

Responsible for

- Providing the vision and the professional leadership of the school to maintain its success and to ensure high quality education for all its pupils and continue to raise standards of achievement;
- Promoting the aims of the school through implementation of the policies of the governing body
- Managing the resources and building so as to promote and secure the achievement of both staff and pupils
- Providing an environment in which staff and pupils are enabled to achieve their full potential

Specific Accountabilities

TEACHING & LEARNING

- Give a high priority to the further development of a wide range of teaching and learning opportunities
- Ensure that a system of monitoring and developing the quality assurance of teaching and learning is in place
- Ensure that statutory requirements for the National Curriculum are met
- Provide a broad, balanced and relevant curriculum
- Have oversight of the curriculum, pastoral care and administration of the school all of which should be appropriate to the pupils' experience, interests and aptitudes
- Promote the effective management of pupil behaviour
- Ensure that there is an effective assessment, recording and reporting system of pupil progress
- Monitor and evaluate the curriculum
- Encourage new developments in the curriculum in the context of local and national initiatives
- Ensure that every child makes appropriate progress and that no child is left behind.

LEADING AND MANAGING STAFF

- Liaise with the governors in the recruitment and selection of teaching and support staff
- Maximise the contribution of all staff in improving the quality of education provided and the standards achieved
- Manage effectively the deployment and performance of all staff
- Ensure that the requirements for Performance Management are fully in place
- Create and maintain good working relationships amongst all members of the school community
- Sustain motivation
- Promote the school's ethos in which the highest standards are expected from all members of the school community
- Ensure that professional duties are fulfilled as specified in the School Teachers' Pay and Conditions of Service document
- Have a duty of care regarding staff welfare

EFFICIENT AND EFFECTIVE USE OF STAFF AND RESOURCES

- Advise the governing body on the formulation of the annual budget in order that the school secures its objectives
 - Plan, manage and monitor the curriculum within the agreed budget
 - Setting appropriate priorities for expenditure, allocating funds and ensuring effective administration control
 - Ensure the regular monitoring of the budget
 - Ensure that financial regulations are adhered to
 - Manage and organise resources efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements
 - Ensure that the allocation and use of resources provides a positive learning environment that promotes the highest achievements for all
 - Monitor and evaluate value for money
 - Seek to secure adequate resources for the school
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Key Accountabilities

- To be accountable for and promote equal opportunity, diversity and community cohesion to meet School objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.
- In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the school.
- To represent the school in a professional manner meeting the Schools aims. To comply with school policies.
- To be responsible for the recruitment and performance management of designated teams and individuals within the school
- To comply with the School Financial Regulations and Standing Orders
- To actively promote the school's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this role and setting.
- To be responsible for adhering to legislative requirements and school policies and procedures including, but not exclusively health & safety, data protection and IT acceptable use.
- Work closely with the Chair of the Governing Body and committees as appropriate
- Secure a positive working relationship with the Governing Body
- Ensure that the school has a system for the collection and analysis of performance data to promote school improvement
- Present a coherent and accurate record of the school's performance in a form appropriate to a range of audiences
- Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement
- Develop and encourage working partnerships with parents and carers
- Develop and encourage good relations between the school and the local community
- Develop and encourage good relations between the school and other agencies including Social Services and Health professionals

Special Conditions

This post is subject to Enhance DBS check and other vetting procedures in line with KCSIE (2024)

Driving Licence will be subject to checking with the DVLA. It is a council requirement to have Business Use Car Insurance and a valid MOT certificate (For cars over 3 years old) *(delete if not applicable)*

Prepared By

Fiona Safrany
September 2024

Review Date

The content of this job description maybe amended at any time following discussions between the Governing Body and the Headteacher, and will be reviewed on an annual basis.