

**LONDON BOROUGH OF WALTHAM FOREST
CHILDREN & YOUNG PEOPLE SERVICES**

HEADTEACHER

Handsworth Primary School

Salary Range L18 £63,930 – L24 £72,813

JOB DESCRIPTION

You are required to carry out the duties of a Headteacher as set out in the relevant paragraphs of the current School Teachers' Pay and Conditions Document and the National Standard for Headteachers

This school is committed to safeguarding and promoting the welfare of children and young people and expects all those working in our school to share this commitment.

JOB PURPOSE

To provide, in consultation with Governors, the LA, staff and parents, professional leadership for the School, which ensures high quality education for all pupils with the aim of achieving improved standards of learning, leading to a sustained improvement in learning and attainment.

MAJOR TASKS

Strategic direction and development of the school

- To lead by example and model best practice regarding professional conduct, workload and personal development
- To lead and manage an inclusive school.
- To work with the governing body and LA to develop a strategic vision and plan for the school to meet its future needs and successful development.
- To ensure school aims are realised through a regular cycle of development planning, implementation, reviews and evaluation.
- To take an active part in the development of national and local initiatives within the school and at a local level.
- To keep up to date with developments in education and have a good knowledge of education systems locally, nationally and globally.

- **Curriculum planning, learning and assessment**

- To secure and sustain a high quality of provision for learning and development through a regular cycle of curriculum planning, teaching and assessment.
- To be responsible for determining, organising and implementing an appropriate curriculum for the school, within the context of the current legislation.
- To review and improve the focus on personalised learning within the school.
- To take a lead in co-ordinating assessment of pupils' learning and development and ensuring a systematic whole school approach to recording and reporting on progress and achievement.
- To promote self-discipline and proper regard for authority among the pupils and to encourage excellent behaviour on the part of the pupils, in accordance with the policy of the school.
- To secure and sustain the highest standards of teaching and learning provision through an established cycle of monitoring and evaluation.
- To provide a safe, calm and well-ordered environment for all pupils and staff, focusing on safeguarding pupils and maintaining the highest expectations of behaviour and attendance.
- To continue to develop extra-curricular activities for pupils

Leading and managing staff

- To lead and motivate staff in the school to improve and raise standards, through a balance of support, challenge and professional development.
- To secure, sustain and support an effective staff team that plans and works together in achieving high standards of learning provision.
- To implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- To maintain relationships with organisations representing teachers and other persons on the staff of the school.
- To ensure that professional duties are fulfilled, as specified in the terms and conditions of service for teachers, including those for the Headteacher.

Efficient and effective deployment of staff and resources

- To ensure all staff and resources are deployed efficiently and effectively to meet specific objectives identified through strategic planning.

- To allocate and ensure effective management of the school budget, in consultation with the governing body and the LA.
- To ensure that the quality of the learning environment is sustained, and appropriate Health & Safety site security regulations are secured.

Partnerships

- To promote and develop positive partnerships with pupils and their families and carers and ensure information is regularly exchanged about learning achievement and progress and development.
- To inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education to all staff.
- To work in close collaboration with the governing body and provide relevant and accurate advice and information to support it in the exercise of its strategic role.
- To work in close collaboration with the LA and provide relevant advice on issues concerning primary education.
- To promote effective relationships with the local community, appropriate organisations and agencies.
- To work in close professional partnership with external agencies, staff and parents of pupils

Admissions management

- To ensure effective management of admissions arrangements, including transfer issues to assure a smooth transition for all learners in line with school policy

Child Protection

- To be alert to issues of child protection, ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the appropriate body using safeguarding policies procedures and practice.
- To prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children, initiating the management of cases involving actual or potential abuse or violence where needed.
- Be aware of and update staff as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

Accountability

- To be accountable for the efficiency and effectiveness of the school. To have responsibility for and be accountable to pupils, parents, staff, local employers, the LA, the local community and governors
- To be accountable for regular school self-evaluation and external evaluation of the school.

Note: The Council expects all its employees to have a full commitment to the Council's equal opportunities policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of the Authority.