



Headteacher – Job Description

Croughton All Saints C.E. Primary School

Role of the Head Teacher

To provide effective, dynamic and inspirational leadership across all aspects of the school in order that every child is able to fulfil their true potential. To lead by example, setting and maintaining the highest standard for all staff and pupils. To promote and embed the Christian ethos throughout all the School's activities.

Responsible To: The Governing Body

Ethics and Professional Conduct

Headteachers uphold public trust and always demonstrate the seven principles of public life. These are:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

Qualities & Knowledge

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors, and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise, and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally, and globally, and pursue continuous professional development. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.
- Consistently illustrate strategic planning and thinking not accepting anything other than excellence

Culture, Ethos & Behaviour

- Promote a culture of encouragement, support and challenge in order to enable pupils to achieve their full potential and the highest possible educational standards.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils.

- Encouraging high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.
- Ensure that the school's systems, organisation, and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity, and probity.
- Establish rigorous, fair, and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve, and valuing excellent practice.
- Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively.
- With the support of staff, the governing body and the Diocese, the Headteacher will shape a vision for the School which reflects its educational and Christian values.

Leadership & Management

- Ensure staff and pupil safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Manage staff well with due attention to workload and their broader well-being.
- Ensure staff have access to appropriate, high standard professional development opportunities.
- Keep up to date with developments in education, including working with other schools to share and develop best practice.
- Seek training and continuing professional development to meet needs.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

Teaching, Curriculum & Assessment

- Promote and sustain high-quality teaching across all subjects, based on evidence.
- Ensure teaching is underpinned by subject expertise.
- Effectively use formative assessment to inform strategy and decisions.
- Ensure the teaching of a broad, structured, and bespoke curriculum.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable, and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Promote a culture that enables all pupils to access the curriculum.
- Have ambitious expectations for all pupils with additional, special educational needs and disabilities. (SEND)
- Make sure the school works effectively with parents, carers, and professionals to identify additional needs and provide support and adaptation where appropriate.
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Communication & Consultation

- Build effective relationships with parents, agencies, governors and the community through excellent communication and interpersonal skills, taking and providing appropriate advice.
- Consistently use and develop information systems to ensure exemplary communication links with all stakeholders

- Co-ordinate the school's work with pre-school and secondary schools to ensure smooth transitions and continuity of learning.
- Work with the Governing Body to provide information on all aspects of the School, its progress and intended development.