



JOB DESCRIPTION

SCHOOL: Farnborough Road Junior School

JOB TITLE: Headteacher

Pay scale: L19-25

PRIMARY PURPOSE OF THE JOB:

The leadership and management of the school in order to promote effective education for all children within the framework provided by the policies of the Governing Body and the Authority with regard to all statutory requirements.

DIRECTLY RESPONSIBLE TO:

The Governing Body.

PRINCIPAL RESPONSIBILITIES

Responsible for:

The leadership, internal organisation, management and control of the school, consulting where appropriate with the Governing Body and all other stakeholders. The Headteacher carries out duties in line with the conditions of employment as set out in the current [School Teacher's Pay and Conditions](#) document, the [National Standards for Headteachers](#) and the policies and procedures of the Governing Body and Local Authority.

KEY AREAS OF RESPONSIBILITY

1. STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

- 1.1 fulfilling the School Mission Statement;
- 1.2 formulating the educational aims, objectives and targets of the school and policies for their implementation;
- 1.3 ensuring and agreeing the production of the School Improvement Plan;
- 1.4 monitoring and evaluating the performance of the school and its achievements, responding and reporting to the governing body as required;
- 1.5 motivating staff and pupils through interest and encouragement;
- 1.6 implementing the Governing Body's policies on equal opportunities;
- 1.7 ensuring that the management, finances, organisation and administration of the school support its vision and aims and are appropriate to the school's present and likely future resources;

2. TEACHING AND LEARNING

- 2.1 Determining, organising and implementing, in collaboration with other appropriate persons or bodies, a curriculum which:
 - a) fulfils the statutory duties in relation to the Curriculum including the National Curriculum
 - b) is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils, including those with special educational needs;
- 2.2 Developing means whereby:
 - a) school policies on curriculum, assessment, recording and reporting inform effective teaching and learning;
 - b) the arrangements for teaching and learning form a co-ordinated, coherent curriculum entitlement for all pupils;
 - c) information on pupil progress is used to improve teaching and learning;
 - d) there is continuity of learning and of progression for all pupils;
 - e) challenging targets are set for pupil attainment leading to whole school improvement.
- 2.3 Providing a curriculum for the spiritual, moral, social and cultural development of all pupils.
- 2.4 Ensuring appropriate pastoral care and guidance for all.
- 2.5 Determining appropriate pupil groupings.
- 2.6 Determine and publicise the means for promoting:
 - a) pupils' self discipline;
 - b) respect for self, others and authority;
 - c) good behaviour on and off school premises in accordance with any written directions of the Headteacher.
- 2.7 Promoting a school ethos which extends opportunities for learning and encourages extra-curricular activities.

3. LEADING AND MANAGING STAFF

- 3.1 Reviewing and assessing the staffing structure of the school;
- 3.2 Selecting and appointing all staff, in accordance with their delegated responsibilities;
- 3.3 Deploying and managing all staff appointed to the school;
- 3.4 Promoting and developing good management practice, positive participation, effective communication and clear procedures;
- 3.5 Supervising and participating in arrangements made in accordance with the regulations for the appraisal of the performance of teachers;
- 3.6 the implementation of staff development policies appropriate to school with regard to:
 - a) the induction of all staff including ECTs;
 - b) the development of professional knowledge, skills and abilities including those necessary for career development;
 - c) the provision of professional advice, support and training;
- 3.7 maintaining positive and professional relationships with individuals and groups including staff unions and associations;

- 3.8 demonstrating effective leadership through good professional practice;
- 3.9 participating in the setting and/or monitoring of targets relating to their own performance and that of other staff.

4. EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- 4.1 Implement the policies and procedures of the Governing Body concerning the resource and premises management of the school.
- 4.2 Allocate, control and account for those financial and material resources of the school.
- 4.3 Ensure the security, maintenance and cleanliness of the school and its surroundings in accordance with any appropriate regulations;
- 4.4 Seeking to provide an environment which stimulates learning and enhances the appearance of the school.
- 4.5 Ensure that the external agencies and services contracted to the school operate efficiently and effectively.

5. ACCOUNTABILITY

- 5.1 In relation to the Governing Body:
 - a) to advise and assist in the exercising of its functions;
 - b) to attend meetings of and report to the Governing Body as required.
- 5.2 To maintain and further develop positive working relationships with the partner Infant School.
- 5.3 In relation to the community:
 - a) developing and maintaining positive relationships with the community;
 - b) ensuring that the school recognises and meets its responsibilities in the life of the local community;
 - c) promoting a positive image of the school
- 5.4 In relation to parents and those with parental responsibility:
 - a) building an effective partnership between the school and parents recognising them as the first educators of their children;
 - b) promoting understanding of the mission, aims and ethos of the school through provision of regular information to parents about:
 - the school curriculum;
 - the progress of their children;
 - other matters relating to teaching methods and organisation;
 - opportunities for dialogue between parents and staff, and for their involvement in the wider life of the school.
- 5.5 To liaise and work in partnership with Sefton LA;
- 5.6 To liaise with other schools and educational bodies to ensure effective transition for pupil.

6. SCHOOL SPECIFIC RESPONSIBILITIES

To take specific and direct responsibility for the following aspects of the school

- ☐ Child Protection Lead
- ☐ Looked After Children
- ☐ Collective Worship
- ☐ Health and Safety

This job description may be amended at any time after discussion between the Headteacher and the Governing Body, but will be reviewed annually at the Performance Review.

Signed : Headteacher.....

Chair of Governors.....

Date.....