



## **JOB DESCRIPTION**

### **Headteacher at Filey School**

#### **Statutory**

1. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.
2. To meet the National Standards for Headteachers as published by the DfE.
3. To seek to achieve any performance criteria, objectives or targets agreed with or set by the school's Governing Board in accordance with the requirements set out in the agreed School Teachers' Pay and Conditions Document.
4. To promote and safeguard the welfare of all children and young people within the school, by ensuring that the school's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities, and that staff, students, parents, and others feel able to raise concerns and that these are addressed sensitively and effectively.

**The school's local governing body and Coast and Vale Learning Trust wish a particular emphasis to be placed upon the following:**

- To establish a compelling vision of school improvement consistent with the values of Coast and Vale Learning Trust that creates a culture of excellence.
- To lead the staff and Governing Board in the development, implementation, and subsequent evaluation of a school improvement strategy, linked to the vision.
- To be accountable to the Director of Learning, Trust and School's Governing Committee on progress made against school improvement plans and their success criteria.
- To build an effective Senior Leadership Team that can take the school forward building upon a set of inter dependant skills.
- To raise standards across the school in terms of academic performance, behaviour management and pastoral care so that all students have the opportunity to achieve to the very best of their ability.
- To lead in the provision and delivery of excellent learning and teaching.
- To lead a review of the curriculum offer to ensure educational breadth, balance, and value for money.
- To further develop and extend partnership working with a variety of stakeholders and other bodies through co-operation and collaboration that enhances the reputation of the school both locally and in the wider education community.
- To establish a reflective culture through a process of rigorous self-evaluation, including quality assurance and performance management at all levels.
- To develop, inspire and motivate effective teams to deliver high quality education and thereby raise standards across the school.
- To ensure the school site is fit for purpose, providing a safe and pleasant working environment for all.
- To ensure the school conforms to all relevant health & safety legislation and trust policies.

**This Job Description may be amended at any time after consultation with the post holder and will be reviewed annually.**