

## King James's School - Headteacher Job Description

**Date Effective: April 2023**

### **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 Headteachers
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 Body in accordance with the requirements set out in the 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, pupils and students, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

### **The School's Governing Body wishes a particular emphasis to be placed upon the following:**

1. To ensure that the school is a safe environment where pupils and staff are protected and cared for.
2. To promote a culture of aspiration throughout the school and the wider community.
3. To have the resilience and expertise to lead the school's provision of effective teaching and learning; to continue to raise standards across the school with particular reference to personalised progression, so that all pupils achieve to the very best of their ability.
4. To lead, in partnership with the Headteacher of Boroughbridge High School, cross-federation initiatives that deliver tangible benefits and enhance educational provision for pupils, staff and the wider community.
5. To recognise the importance of maintaining the school's and the Federation's existing values, whilst instilling their own identity, then to build relationships with the whole school community, ensuring that pupil and parent/carer voice contributes to strategic planning.
6. To formulate a clear vision of school improvement and to be fully committed to inspiring, developing and motivating effective teams to improve standards throughout the school, and being prepared to challenge robustly and constructively.



7. To lead the school through rigorous self-evaluation, including quality assurance and performance management at all levels.
8. To be financially astute, making effective use of resources and budgets, ensuring that the school achieves best value and maintains a sustainable future, whilst improving outcomes for pupils.
9. To set, apply and review policies and procedures to ensure effective and efficient operation of the school.
10. To work closely with and report to the Federation Governing Body to ensure it has accurate and timely, detailed information on which to base sound decisions on school priorities and progress, and to secure the future development and success of the school.
11. To treat people fairly and equally, with dignity and respect, maintaining a positive school culture.
12. To further develop partnerships with a variety of stakeholders and then, through collaboration, improve personal, social, and academic outcomes for all pupils.
13. To continue to represent the school locally, regionally, and nationally, developing networks and influencing a wide range of stakeholders.
14. To be a proactive leader, to enable the school to take advantage of opportunities as they present themselves thereby increasing the options available to pupils and improving their outcomes.

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