



## **JOB DESCRIPTION**

### **Headteacher at Whitley and Eggborough Primary 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, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

#### **The School's Governing Board wish 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 lead in the provision of and delivery of excellent learning and teaching.
4. To establish a vision of school improvement and to lead the staff and Governing Board to implement, review and evaluate the impact of the School Development Plans.
5. 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.
6. To recognise the importance of maintaining the school'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.
7. To treat people fairly and equally, with dignity and respect, maintaining a positive school culture.
8. To be accountable to the School's Governing Board on progress made against School Development Plan objectives, making recommendations as to future priorities and actions.
9. To further develop and extend partnership working with a variety of stakeholders and other bodies through co-operation and collaboration.
10. To establish a reflective culture through a process of rigorous self-evaluation, including quality assurance and performance management at all levels.

11. To develop, inspire and motivate effective teams in order to deliver high quality education and thereby raise standards across the school.

12. To be financially astute, making effective use of resources and budgets, ensuring that the school gives best value and maintains a sustainable future, whilst improving outcomes for pupils.

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