

JOB DESCRIPTION

Headteacher at Clifton Green 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 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 and ensure that the school is compliant with all statutory guidance and legislation.
3. 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 other stakeholders feel able to raise concerns and that these are addressed sensitively and effectively. The Headteacher will be appointed to the role of Designated Safeguarding Lead for the school.

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

1. To meet the National Standards for Headteachers as published by the DfE.
2. To raise standards across the school with particular reference to academic performance so that all pupils achieve to the very best of their ability.
3. To lead in the provision of and delivery of excellent learning and teaching.
4. To establish a vision for school improvement and to lead the staff and Governing Board to plan, implement, review, and evaluate the impact of the School Development Plans.
5. 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 based on robust evidence-based self-evaluation.
6. To further develop and extend partnership working with a variety of stakeholders and other bodies through co-operation and collaboration.
7. To establish a reflective culture through a process of rigorous self-evaluation, including quality assurance and performance management at all levels.
8. To develop, inspire and motivate effective teams to deliver high quality education and thereby raise standards across the school.
9. To manage the school's budget to ensure efficient and effective use of resources in line with the School's objectives and priorities: specifically, To plan and lead the process of adapting fully costed staffing levels to match gradual forecast reduction in roll with an ability to maintain our values.
10. To ensure the school always operates within the school's policies and legislation
11. To take lead responsibility for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place).

These duties are neither exclusive nor exhaustive and the post holder will be required to undertake other duties and responsibilities as agreed with the employer. This Job Description may be amended at any time after consultation with the post holder and will be reviewed annually.