



ASTON HALL JUNIOR & INFANT SCHOOL

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Headteacher Job Description

SCHOOL: Aston Hall Junior and Infant School

POST TITLE: Headteacher

GROUP SIZE: 2 - 299 Children on role: ISR L15 -21

RESPONSIBLE TO: The Local Governing Body, CEO and Board of WPT

RESPONSIBLE FOR: All staff employed to work at the school

ADDITIONAL SUPERVISORY RESPONSIBILITIES: For all contractors, visitors to the school

Main Purpose of the Post:

The Headteacher is responsible for the internal organisation, management and control of the school, in accordance with current statutory requirements and instruments of government of the school. The Headteacher shall provide professional leadership for the school which secures its success, ensuring high quality education for all its pupils and continued improvements to enhance the overall efficiency and effectiveness of the school.

Main Duties and Responsibilities:

The post holder will undertake the professional duties of the Headteacher as set out in the current School Teacher's Pay and Conditions Document relating to the Conditions of Employment of Headteacher (attached). These duties will be carried out in accordance with the National Standards for Headteachers as published by the DfE (attached). The Headteacher shall provide professional leadership for the school which secures success, ensuring high quality education for all its pupils, and continued improvement to enhance the overall attainment and effectiveness of the school. To achieve any performance criteria, objectives or targets agreed with or set by the school's Local Governing Body, CEO and Board of WPT, in accordance with the requirements set out in the School Teachers' Pay and Conditions Document. 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, and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively. To manage the school budget ensuring resources are allocated to allow staff to discharge their responsibilities

Generic Duties:

Undertake any other duties and responsibilities commensurate with the post of Headteacher including;

- Responding to matters affected by changes in legislation
- Consulting as necessary with staff, parents, pupils, the Local Governing Body, CEO and Board of WPT, local community and the Local Authority

Specific

The leadership in school wishes a particular emphasis to be placed upon the following:

Performance Focus:

The Headteacher will;

- Work closely with the Governors and Trust leadership team to develop and communicate a clear strategic vision for the school and assist them in planning for the future developments, both physical and educational.
- Have overall responsibility for implementing and maintaining policies and plans necessary in developing the vision and all regulatory requirements.
- Implement and maintain school improvement plans and self-evaluation procedures.
- Ensure there is a culture of accountability in all staff including SLT for pupil performance, attainment and welfare.

Managing Effectiveness:

The Headteacher will;

- Together with the Local Governing Body, CEO and Board of WPT, have responsibility for appointing, developing and retaining a first class teaching and support staff.
- Promote and develop outstanding teaching and learning in order to meet the needs of every child in a broad, balanced curriculum.
- Ensure a sound foundation for effective learning, monitoring and evaluation in order to accelerate pupil progress leading to the raising of standards and attainment.
- Promote the benefits of a programme of activities beyond the set curriculum and support as wide and challenging a range of activities as is suitable for our children.

Communication:

The Headteacher will;

- Develop and maintain effective partnerships with parents and carers, pupils, staff and the local community and all other stakeholders.
- Seek ways to involve parents and carers in the life of the school, making them feel welcomed and able to share concerns for their children on an individual basis.
- Regular written communication on a termly basis to full the Local Governing Body, CEO and Board of WPT and Sub Committee for pupil progress, attainment and standards.

Wickersley Partnership Trust

Wickersley Partnership Trust (WPT) exists to further the interests of the young people that it serves. WPT believes that education empowers and enriches, and the schools that make up the Trust see sufficient on-going learning given the age and ability of every young person on their rolls as their primary objective. This is achieved by outstanding teaching. We never knowingly do less for other people's children than we would do for our own.

School to school support is at the heart of Wickersley Partnership Trust and we see a synergy in working in partnership with other schools and other school leaders.