

Job Description: Headteacher, Old Town Infant School and Nursery

Details of the role and professional responsibilities of a Headteacher are provided in the DfE's National Standards of Excellence for Headteachers. While the Headteacher is expected to meet those requirements and to carry out the duties as set out in the School Teacher's Pay and Conditions Document, we are looking for a Headteacher who will also regard the following as priorities in their leadership of the school.

Main Purpose

- Be a visionary leader who continually inspires, motivates and supports colleagues to provide an outstanding learning experience for every pupil in the school, fostering an environment of honesty and openness for all.
- Engender respect and trust throughout the school and be able to plan and deliver improvements through effective leadership, management and delegation.
- Work closely with the local governing body and the wider Partnership to ensure all children are eager to learn, aspire to reach their full potential and grow as emotionally intelligent, well-rounded individuals.
- Be welcoming and approachable, have high personal expectations as well as high expectations of colleagues, parents and pupils and show professional accountability, as well as deep loyalty to the school.
- Position Old Town as a proactive and professionally generous member of the CLP family of schools.

Vision

- Lead by example, drawing on own expertise and skills and that of others.
- Embrace and build on existing successful practice, whilst looking at effective and innovative ways to enhance the educational experience to enable each pupil to flourish.
- Maintain a wide, current knowledge and understanding of education and school systems and pursue own continuous professional development.
- Be able to translate local and national policy into the school's context, taking into account the school's vision and values.

Leadership & Management – Curriculum and Learning

- Set the climate and standards for inspirational teaching to occur in every classroom.
- Ensure the creation of a rich and inspirational curriculum which meets the needs of every pupil.
- Expect ambitious standards to be set for all pupils, overcoming disadvantage and advancing equality, holding staff accountable for pupils' outcomes.
- Evaluate the school's performance accurately and consistently, identifying priorities and means of improvement.
- Build further upon the current collaborative, friendly and nurturing ethos of the school.
- Support, care for and sustain the enthusiastic, dedicated and cohesive staff.
- Encourage and challenge colleagues at all levels to develop through high-quality training and sustained professional development.
- Build on existing strong partnerships with parents and carers, retaining an informal and open approach, ensuring they are well informed about the progress of their children and school curriculum, policies and achievements.

Leadership & Management - Systems and Processes

- Ensure that the school's systems, organisation and processes are well-considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity and aligning with the arrangements of the wider Partnership where appropriate.
- Exercise strategic, visionary, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, is in the best interests of pupils' achievements and the school's sustainability.
- Maintain the safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils, and recognising their exemplary behaviour in school and wider society.
- Work with CLP and local governors to recruit and retain staff of the highest quality, making appropriate arrangements for their induction to the school.
- Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- Oversee rigorous, fair and transparent systems and measures for managing the performance, professional conduct and practice of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.

Shaping the Future & Strengthening Community

- Fully embrace the work of CLP, actively engaging in all discussions and developments.
- Share innovation and work with others in the Partnership to develop excellent practice.
- Ensure the school is outward-facing, working with other schools to champion best practice and secure excellent achievements for all pupils.
- Continue to foster links and further develop the strong relationships which exist with parents, Governors, the wider community and the agencies which support the school.
- Ensure that new initiatives are carefully planned and thoughtfully executed to meet objectives, through clear and open communication with pupils, staff and parents/carers.
- Identify emerging talents, coaching current and aspiring leaders.

Safeguarding

- Ensure that robust processes are in place to secure the welfare and safety of children, complying with both local and national requirements.
- Ensure that all staff share a strong commitment to safeguarding.

This job description will be reviewed annually as part of the Headteacher's appraisal arrangements.

