Head Teacher Job Description

Role of the Head Teacher
To provide effective, dynamic and inspirational leadership in order that every child is able to fulfil their true potential.

Responsible to: The Governing Body

Primary Purpose of the job:
1. To lead and manage the school
2. To ensure the achievement of excellent educational standards
3. To promote and safeguard the welfare of children

1. Ethos and Vision
   • Promote a culture of encouragement, support and challenge in order to achieve each child’s full potential and the highest possible educational standards
   • With the support of staff, the Governing Body and the Anglican Church, the Head Teacher will shape a vision for the School which reflects its educational and Christian values as encapsulated by ‘Faith in our Future’
   • Ensure this vision is clearly and effectively articulated, shared and understood. Translate this vision into agreed objectives and operational plans which will promote and sustain school improvement
   • Promote creativity, innovation and the use of appropriate new technologies to achieve excellence
   • Ensure that the ethos and practice of the School reflects the principles of ECM
   • Leadership and Management
     • Develop, motivate and lead all staff to achieve the highest professional standards
     • Build a collaborative learning culture within the School and actively engage with other primary and secondary schools and other agencies to build effective learning communities
     • Maintain and develop our existing community links
     • Manage change effectively
     • Manage the School finances effectively working closely with relevant Governors and proactively seek further funding opportunities as required
     • Ensure job descriptions and performance management for all staff are based on clear roles and responsibilities, reviewed at least annually and consistent with current conditions of employment
     • Ensure all policies are kept up to date, working closely with teaching staff, the Strategy Team and the Full Governing Body
• Maintain sound procedures for the security, supervision and maintenance of the School environment ensuring that all health and safety regulations are met
• Manage your own personal professional development whilst ensuring the well-being of and a good work/life balance for all personnel
• Advise the Strategy Team and the Full Governing Body as required, forming a pro-active and effective working partnership with them
• Ensure that all responsibilities delegated by the Governing Body are carried out
• Ensure the school premises are fit for purpose for current and future needs including site development
• Develop, and where appropriate manage, high quality, affordable extended services
• Undertake other such duties as may be reasonably expected

**Teaching, Learning, Curriculum and Standards**
• Lead in the design and implementation of a curriculum, which inspires and engages all pupils
• Ensure a consistent and continuous school-wide focus on pupil assessment and achievement, using appropriate data and benchmarks to set, monitor, track and evaluate individual pupil progress
• Challenge and remedy under-performance
• Provide nurturing and attentive pastoral care for all pupils
• Ensure exemplary standards of behaviour and attendance
• Monitor, evaluate and review classroom practice and promote improvement strategies; aim for outstanding standards of learning and teaching at all times

**Communication and Consultation**
• Build effective relationships with all stakeholders through excellent communication and interpersonal skills, taking and providing appropriate advice
• Consistently use and develop information systems to ensure exemplary communication links with all stakeholders
• Co-ordinate the School’s work with pre-school and secondary schools to ensure smooth transitions and continuity of learning. This includes developing an understanding of the Kent Secondary School selection procedure and managing this process effectively
• Regularly and effectively communicate the progress of every child’s learning to the relevant stakeholders
• Work with the Governing Body to provide information on all relevant aspects of the School, its progress and intended development