

# WHITEHILL PRIMARY SCHOOL

## **HEADTEACHER JOB DESCRIPTION**

The Directors of GGSAT and the Governors of Whitehill Primary School expect the Headteacher of the school to work within the framework provided by the “**National Standards of Excellence for Headteachers (2014)**”, which define high standards which are applicable to all headteacher roles within a self-improving school system. The four domains and the key characteristics in each domain shape the way the role must be approached.

### **Core Purpose**

- Professional leadership of the school and provider of educational advice to the LGB and Board;
- Work with the CEO to provide strategic leadership for the Trust;
- Line management of the Senior Leadership Team;
- Provide strategic vision for the development of the school;
- Continuous school improvement;
- Secure the commitment of the wider community ;
- To create a safe and productive learning environment that is engaging and fulfilling for all students ;
- To raise aspirations of students, staff and the local community;
- To secure and be accountable for high standards of attainment;
- To empower and shape the staff at Whitehill Primary School;
- To secure a climate for the exemplary behaviour of pupils.

### **Shaping the future**

- Work with the LGB, Board and other key stakeholders to ensure the development of the school’s vision and that it is clearly articulated, shared, understood and acted upon effectively by all;
- Work within the school community to translate the school’s vision into agreed objectives and operational plans which will promote and sustain school improvement;
- Demonstrate the school’s vision and values in everyday work and practice;
- Motivate and work with others to create a shared culture and positive environment;
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence;
- Be an ambassador for and contribute to the wider success of the Trust.

### **Leading learning and teaching**

- Ensure a consistent and continuous school-wide focus on pupils’ achievement, using data and benchmarks to monitor progress in every child’s learning;
- Ensure that learning is at the centre of strategic planning and resource management;
- Establish creative, responsive and effective approaches to learning and teaching;
- Monitor, evaluate and review classroom practice and promote improvement strategies;
- Challenge under-performance at all levels and ensure effective corrective action and follow-up.

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### **Developing self and working with others**

- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Develop and maintain effective strategies for professional development and performance review.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.

### **Managing the organisation**

- Sustain an organisational structure that reflects the school's values and conforms with legal requirements
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school

This job description contains only the main accountabilities relating to this post and does not describe in detail all duties required to carry them out

November 2017