**ST MARTIN’S HEADTEACHER APPOINTMENT 2023**

**JOB DESCRIPTION**

**MAIN PURPOSE OF THE JOB**

To provide professional and inspirational leadership which secures continuous school improvement, ensuring high quality education which excites and motivates all children and staff. To ensure that the unique Christian ethos of this Church of England school is clearly articulated, shared, understood and put into practice in all aspects of the life of the school, and the values are evident in positive relationships and attitudes. To promote continuing professional development for all members of staff and further develop leadership skills within the team and seek new partnerships to facilitate sharing of good practice and mutual support within the Diocese and Local Authority area.

**Main Tasks**

**School culture**

* Lead a welcoming and caring learning community where the strengths of all are nurtured and every-one has a voice.
* Sustain high expectations for all pupils, built upon relationships and routines which are clearly understood by all staff and pupils and which reflect the Christian ethos of the school community.
* Ensure that all adults within the school model and teach the behaviour of a good citizen to show kindness and generosity.
* Promote a collaborative learning culture placing the school at the heart of the local community with systems that support well-being and promote good mental health for staff, children, parents, carers and visitors in the school.
* Create a culture where pupils experience a positive and enriching school life, enabled through high staff professionalism and the caring ethos of the school.
* Ensure high quality equality, diversity and inclusion practice throughout the school.
* Promote positive and respectful relationships across the school community and maintain a safe, orderly and inclusive environment.
* Ensure that all safeguarding matters follow the correct procedures and all staff are confident in how to use these.

**Learning and Teaching**

* In the context of the school’s Christian ethos support children to be enquiring, willing to take risks, to seek out challenges and who will be fully equipped for a rapidly changing world.
* Support children to be confident, independent and empathetic learners.
* Promote child agency and working with others.
* Encourage children to be reflective learners which enables them to become healthy, self-aware, socially responsible and positive individuals.
* Enable children to understand the global contexts of their lives and how they can contribute to sustainable growth.

Promote the further development of high quality first teaching across all subjects which is underpinned by high levels of expertise and acknowledges subject disciplines and specialist knowledge and skill.

* Promote further development of the effective use of formative assessment data.
* Further develop the roles of subject leaders to monitor their subjects, ensuring relevant action plans are in place and there is identifiable evidence of their impact on school improvement.

 **Curriculum**

* Ensure the curriculum is reviewed regularly to maintain its relevance to all groups of children and their needs though the content and structure, and in consultation with the teaching staff.
* Further develop the curriculum to ensure it continues to be inclusive, reflective of the rich and diverse community and through which the Christian and British values are taught progressively and appropriately.
* Promote understanding of the curriculum to parents and carers through a programme of open events and celebrations of children’s achievements.
* Sustain and further develop an assessment system which clearly measures the impact of the curriculum for individuals and groups.
* Through CPD and engagement with colleagues within and outside of the school ensure that subject leaders continue to develop their skills and professional understanding.
* Ensure all stakeholders hold ambitious expectations for all pupils with additional and special educational needs and disabilities.
* Keep under review the culture and practices that enable pupils to access the curriculum and learn effectively.
* Ensure the school works effectively in partnership with parents, carers and professionals to identify the additional needs (including mental health), and special educational needs and disabilities of pupils so that appropriate support and adjustments are made.
* Ensure the school fulfils its statutory duties with regard to the SEND Code of Practice.
* Ensure that all staff are appropriately trained to support children who require adjustments to their learning experiences.

 **Strategic direction – Leadership and Management**

* Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, health and safety as part of the duty of care.
* Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
* Set the budget annually with the School Business Manager so that it is a balanced budget and meets the needs of the School Improvement Plan.
* Monitor the budget regularly with the School Business Manager and in consultation with governors, ensuring value for money in budget decisions.
* Adopt rigorous approaches to identifying, managing and mitigating risk.
* Oversee systems, processes and policies that enable the school to operate effectively and efficiently.
* Ensure staff are deployed and managed well with due attention paid to workload and well-being.
* Ensure there is an effective and sustainable staffing structure that meets the needs of the school and which can respond to unexpected change.
* Promote a culture of continuous school improvement which is collaborative and draws on the skills and expertise of the school community.
* Ensure staff have access to high-quality professional development opportunities which support the priorities of the School Improvement Plan and equip staff to deliver effectively.
* Through partnerships ensure that professional development opportunities can draw on expert provision from outside the school as well as within, and also take advantage of nationally recognised career and professional programmes
* With regard to the standards for teachers’ professional development ensure that there is effective planning and evaluation of CPD so that capacity can be built and succession planning supported.
* Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness and identify priorities for improvement.
* Ensure careful and effective implementation of improvement strategies which lead to sustained school improvement over time.
* Ensure there is effective monitoring strategies which include the staff team to assess the impact of initiatives.
1. **Accountability to and Partnership with all stakeholders**
* Ensure there is a clear system of communication between school and home and as Headteacher you are a visible presence in the community, attending meetings as appropriate.
* Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community. Ensure that parents and carers are included as partners in their children’s education
* In consultation with the Diocese and Local Authority commit to work successfully with other schools and organisations to create mutual challenge and support.
* Work in partnership with fellow professionals and agencies across public services to improve educational outcomes for the children.
* Welcome the role of effective governance and work with governors to enable them to meet their statutory responsibilities.
* Provide regular information and advice to governors to ensure they are able to meet their responsibilities to secure effective teaching and learning, high standards of pupil achievement and good value for money.
* Establish and sustain professional working relationships with those responsible for governance, taking account of the Christian foundation of the school.
* Ensure the school effectively and efficiently operates with the required regulatory frameworks and meets all statutory duties.
* Maintain the school where everyone works collaboratively, shares knowledge and understanding and accepts collective responsibility for the success of the school. Ensure individual staff have clearly defined accountability which is agreed and understood with regular evaluation.
* Present the school’s aims, performance and goals in a manner appropriate to the range of audiences including governors, pupils, parents and carers, Local Authority, Diocese, local community, Ofsted and SIAMS.
* Ensure the parents and pupils are well-informed about the curriculum, attainment and progress, and how they can contribute to the success of the school.