

Ghyllside Primary School

Gillinggate, Kendal,
Cumbria.

LA9 4JB

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Headteacher: Mr.H.B.Davies (BA. Hons)

Headteacher – Job Description

CORE PURPOSE

To provide professional vision and leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement. The professional duties of the Headteacher are contained in the School Teacher's Pay and Conditions Document and the key areas of Headship are contained in the DfE National Standards for Headteachers.

POLICY FRAMEWORK AND REQUIREMENTS

A Headteacher shall carry out their professional duties in accordance with and subject to: The School Teachers Pay and Conditions Document, the provisions of the Education Acts, any orders and regulations having effect thereunder, the instrument of government of the school of which they are Headteacher, agreed policies and targets.

A Headteacher shall carry out such duties in accordance with and subject to the following:

- Any rules, regulations or policies laid down by the governing body under their powers
- Any rules, regulations or policies laid down by the authority with respect to matters for which the governing body is not so responsible
- Any rules, regulations or policies laid down by their employers, and
- The terms of their employment.

GENERAL FUNCTIONS

A Headteacher shall be responsible for the internal organisation, management and control of the school.

CONSULTATION

In carrying out their duties a Headteacher shall consult, where this is appropriate, the governing body, the staff of the school, the parents of its pupils, the pupils themselves and the local community.

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PROFESSIONAL DUTIES

The professional duties of a Headteacher shall include:

SCHOOL AIMS

Formulating the overall aims and objectives of the school and policies for their implementation

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

Leading by example, providing educational vision and direction to secure the strong and passionate commitment of staff, parents/carers and pupils.

APPOINTMENT OF STAFF

Leading the selection and appointment of the teaching and non-teaching staff of the school.

MANAGEMENT OF STAFF

- Deploying and managing all teaching and non-teaching staff of the school and allocating particular duties to them (including such duties of the Headteacher as may be properly delegated to a deputy Headteacher, assistant Headteacher or other member of staff) in a manner consistent with their conditions of employment, maintaining a reasonable balance for each teacher between work carried out in school and work carried out elsewhere.
- Considering in particular in relation to such allocation of duties how far the duties of the Headteacher may be delegated to any deputy Headteacher or assistant Headteacher.
- Ensuring that the duty of providing cover for absent teachers is shared equitably among all teachers in the school (including the Headteacher), taking account of their teaching and other duties.
- Ensuring that teachers at the school receive information they need to carry out their professional duties effectively.
- Ensuring that staff are aware of current educational developments and are kept up to date through an ongoing programme of continuous professional development.
- Leading, motivating, supporting, challenging and developing staff at all levels in order to secure and sustain continuous improvement and staff well-being and to be committed to personal continuing professional development.
- Supporting middle and senior leadership of the school to build capacity, recognize existing talents and encourage delegation.
- Challenging underperformance at all levels and putting in place effective procedures to deal with underperforming staff.
- Providing information, references and testimonials about the work and performance of staff employed at the school, with due regard to the principles of equal opportunities, where such information is relevant to their future employment.

LIAISON WITH STAFF UNIONS AND ASSOCIATIONS

Maintaining relationships with organisations representing teachers and other persons on the staff of the school.

CURRICULUM

- Determining, organizing and implementing a broad and balanced curriculum for the school, having regard to the needs, experiences, interests, aptitudes and stage of development of the pupils and the resources available to the school.
- Ensuring that improvements in the curriculum are a priority for all pupils including those with SEN, Gifted and Talented and EAL.

REVIEW

Ensuring that all aspects of school performance are monitored and evaluated in a robust, cyclical manner and maintaining a record of self-evaluation and areas for improvement, and of progress made in respect of these.

STANDARDS OF TEACHING AND LEARNING

Evaluating the standards of teaching and learning in the school, and ensuring that proper standards of professional performance are established and maintained.

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APPRAISAL, TRAINING, DEVELOPMENT AND INDUCTION OF STAFF

- Supervising and participating in arrangements for the appraisal of the performance of teachers in the school.
- Participating in arrangements made for the appraisal of their performance as a Headteacher, and that of other staff who are the responsibility of the same appraising body in accordance with such regulations.
- Participating in the identification of areas in which they would benefit from further training and undergoing such training.
- Ensuring that all staff in the school have access to advice and training appropriate to their needs, in accordance with the policies of the maintaining authority and governing body.
- Ensuring that newly-qualified teachers and those returning to teaching after a break in service have access to adequate support in their first year of service or resumed service.
- Being responsible for the supervision and training of teachers during their induction periods in accordance with the Induction Regulations, and making a recommendation at the end of such induction periods as to whether such teachers have met the prescribed induction standards as required by those regulations.
- Ensuring that teachers serving induction periods under the Induction Regulations do not teach more than 90% of the time a teacher at that school who does not receive a management allowance would be expected to teach.

THRESHOLD ASSESSMENT

- Assessing (subject to approval by an assessor) whether a teacher at the school who applies for a threshold assessment has passed the threshold.
- Explaining to a teacher who makes an application for a threshold assessment the reasons for the outcome of their application and giving them advice about the aspects of their performance which would benefit from further development.
- Where requested by them to do so providing assistance to an assessor in relation to threshold assessments at the school.

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PUPIL PROGRESS

- Ensuring that the progress of pupils of the school is monitored and recorded.
- Ensuring continuing effective systems of planning, assessment, recording and reporting, using data and benchmarks to monitor attainment and progress, in every child's learning.
- Using this data continuously to support and improve standards.

PASTORAL CARE

Ensuring that the health and wellbeing of children is encouraged through a nurturing environment.

INCLUSION AND SPECIAL NEEDS

- Promoting equality and inclusion in all aspects of school life.
- Ensuring that the requirements of the Code of Practice are met.

DISCIPLINE

- Ensuring that proper standards of behaviour are implemented.
- Making such measures generally known within the school.
- Ensuring the maintenance of good order and discipline at all times during the school day when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities, whether on the school premises or elsewhere.

RELATIONS WITH PARENTS

- Making arrangements for parents/carers to be given regular information about the school curriculum, the progress of their children and other matters affecting the school, so as to promote common understanding of its aims.
- Creating and maintaining an effective partnership with parents/carers to support and improve pupils' achievement and personal development.
- Working with parents/carers to ensure children have access to extended services, extra-curricular opportunities, homework and other social and educational experiences, e.g. through the Parent Staff Association.

RELATIONS WITH THE GOVERNING BODY

- Attending meetings of the governing body and making reports to them in connection with their responsibilities as they may properly require either on a regular basis or from time to time.
- Advising and assisting the governing body of the school in the exercise of their functions (without prejudice to any rights s/he may have as a governor of the school).
- Advising the governing body on the adoption of effective procedures to deal with incompetent teachers, and keeping the governing body informed of the general operation of such procedures.
- Reporting to the governing body on the professional development of all staff at the school.

RELATIONS WITH OTHER EDUCATIONAL ESTABLISHMENTS

Maintaining liaison with other schools and education establishments with which the school has a relationship including KCP

RESOURCES

Allocating, controlling and accounting for those financial and material resources of the school which are under the control of the Headteacher and Adhering to financial regulations.

Be the Academy Accounting Officer – See The [Academy Trust Handbook](#) for more detail.

PREMISES

Making arrangements for the security, maintenance, development and effective supervision of the school buildings and their contents and of the school grounds, and ensuring (if so required) that any lack of maintenance is promptly reported to the maintaining authority or, if appropriate, the governing body.

ABSENCE

Arranging for a deputy Headteacher or other suitable person to assume responsibility for the functions of the Headteacher at any time when s/he is absent from the school.

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SAFEGUARDING CHILDREN

Safeguarding and promoting the welfare of children and young persons s/he is responsible for or comes into contact with.

HEALTH AND SAFETY

Ensuring the health and safety of all children, staff, parents/carers and visitors.

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