



## **Job Description**

Contract: Full-time, permanent

Grade: Leadership scale, range L18 - L24 (£63,508 - £73,559)

Post: Headteacher Sutton C of E (VC) Primary School

Responsible to: The Governing Body of Sutton C of E (VC) Primary School

Responsible for: All staff and pupils within the school

## **Core responsibilities**

1. To provide high-quality professional leadership and management for the school, securing high standards of achievement in all areas of school operation.
2. To effectively manage teaching and learning as the school's lead professional, such that personalised learning opportunities allow pupils to maximise progress and realise their full potential.
3. To create a productive learning environment which engages and fulfils children, stimulates and inspires staff and secures the support of parents, carers and the local community.
4. To be accountable to the Governing Body and to work with members to provide vision and strategic direction.
5. To evaluate methodically and analytically all aspects of school performance to:  
identify priorities for continuous improvement; raise standards; develop policies and practices;  
maximise use of resources.
6. To secure the commitment of the wider community to the school by developing and maintaining excellent and effective partnerships with:  
St Andrew's church; other schools within the Witchford Schools Partnership (WASP); children's agencies; local authority personnel; local community groups.
7. To promote equality of opportunity and individuality, respecting diversity and eliminating unlawful discrimination and promoting Fundamental British Values.
8. To lead and manage the school as a *Church School* effectively ensuring the promotion of Christian values and the distinctiveness that this entails.

## **Description of Core Responsibilities**

### Shaping the Future

The Headteacher will work with the Governing Body to create a shared vision and strategic plan which inspires and motivates pupils, staff and others in the school community.

Specifically, the Headteacher will:

- Have a strategic view of how to successfully develop and improve the school
- Develop and monitor the School Improvement Plan
- Inspire, challenge and motivate others to take forward the strategic plan
- Support staff development by offering a range of opportunities for CPD
- Develop and foster links to work successfully with relevant agencies to promote the school and foster the wellbeing and achievement of pupils and staff
- Advise the Governors on key educational changes that may affect the school.

### Learning and Teaching

The Headteacher will be responsible for ensuring high standards of teaching and learning to ensure that every child can reach their full potential including:

- Demonstrate personal commitment and enthusiasm for the learning process, including teaching as necessary and appropriate, leading assemblies and providing a model of the standards expected of all staff within the school
- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress and attainment in all children's learning
- Celebrate success in all aspects of school life and ensure that an atmosphere is created where every child can succeed and achieve through high quality and personalised learning experiences
- Continue to implement strategies which encourage high standards of behaviour, attendance and pupil welfare
- Oversee the curriculum and foster outstanding working practices; encouraging debate and new learning amongst teaching and support staff.

### Leading and Managing Staff

In order to develop effective relationships and communication which underpin a professional learning community enabling everyone in the school to achieve, the Headteacher will:

- Ensure that outstanding teaching is the primary objective for all classroom staff
- Lead, motivate, support, challenge and develop staff so that they can reach their full potential
- Recruit, retain and deploy high quality staff appropriately to achieve the vision and goals of the school
- Manage staff performance effectively
- Ensure that all staff are engaged with the school's strategic priorities, and the development of the school's aims and objectives, through effective communication across the whole school community
- Acknowledge the responsibilities and celebrate the achievement of individuals and teams.

### Managing the School, Staff and Resources

The Headteacher will provide effective organisation and management of the school which will:

- Ensure that pupil safety is at the centre of all the school's activities
- Assume overall responsibilities for the day-to-day management of the school and efficient and appropriate delegation of duties
- Prioritise, plan and organise themselves and others effectively and efficiently
- Agree and set appropriate priorities for expenditure with the Governing Body, allocating funds and monitoring the effective administration and control of school budgets so that the school secures its objectives
- Deploy and manage the school's financial and human resources efficiently and effectively to achieve the school's educational goals and priorities
- Ensure school buildings and facilities meet the needs of pupils and staff, and are of the highest standard of cleanliness and repair, and compliant with health and safety regulations
- Explore and develop additional sources of funding

### Stakeholders and the Local Community

The Headteacher will engage with the local and wider community including:

- Promote and develop the school's reputation and acting as an ambassador for the school in a manner which upholds its values and ethos
- Secure the commitment of parents, carers and the wider community in the vision and development of the school to enhance the education of all pupils
- Develop a positive and effective relationship with the School Governing Body
- Contribute to the development of education by sharing good practice, contributing to new initiatives, utilising current research and working in partnership with WASP
- Continue to build relationships with St Andrew's church, the Diocese of Ely and the local community to enhance the learning opportunities for the school.

### Accountability and Governance

The Headteacher will be legally and contractually accountable for the school, its environment and all its work, including:

- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including the school governors, parents, the local authority, the local Community, OFSTED
- Work with the Governing Body to plan for future needs and the further development of the school
- Ensure that all legal requirements, including Safeguarding, Child Protection and Health and Safety are fulfilled with effective systems in place
- Translate the vision into a plan with agreed, prioritised objectives and operational plans which will promote and sustain school improvement within an agreed timeframe and measuring and reporting on the school's success in meeting the action points of such plans
- Encourage a school ethos which enables everyone to work together, share knowledge and understanding, celebrate success, and accept responsibility for outcomes.