



**Job Title:**  
**Reports To:**

Head teacher  
The Chair of the Governing Body

## **Responsibilities**

- To be accountable to the Governors;
- The quality of the provision, progress and outcomes for the pupils of the school through robust monitoring, evaluation and reporting of these to the governors and the leadership team;
- The effective day to day management of the school;
- The effective implementation and embedding of the agreed school vision, principles and policies within and across the schools.

## **To contribute to:**

- The development of strategies for school readiness in KS1 and a positive transition across key stages for children and parents;
- Securing high quality aspirations, confidence, learning and progress for all pupils within the school;
- Continued development of a rich partnership with families and community to build an aspirational learning community;
- The vision and strategic direction of Whybridge Infant School, sharing and involving all relevant stakeholders;
- The evaluation of pupil progress and outcomes and the quality of teaching and learning, and the consequent planning for rapid and continual improvement within the school.

**For the individual to:**

- Drive and inspire a passion for learning in every member of the school community;
- Develop a strong and effective partnership with Governors
- Manage the school on a day to day basis;
- Line manage specific staff including members of the Leadership team, Middle Leaders and Teaching staff;
- Coach, mentor and motivate staff to build a culture of personal responsibility, high levels of commitment, standards and drive for success;
- Provide a model of exemplary practice to all staff in teaching and school leadership;
- Effective consistent implementation of the schools appraisal policy and other systems of quality assurance and professional development of teachers;
- Ensure the effective recruitment and selection of staff in line policy and safer recruitment practices;
- Keep informed of developments within the National Curriculum and other relevant curriculum development sources, to ensure that the curriculum is rich, relevant and inspirational and contributes to outstanding educational and whole-person outcomes;
- Lead the Senior Leadership Team;
- Be responsible for the effective and efficient use of resources;
- Achieve the School Development Plan and school vision to raise standards, improve the quality of teaching for learning and promote a positive ethos; monitoring, evaluating and reporting progress;
- Ensure that very high expectations of pupil achievement are established throughout the school and secured;
- Ensure that teaching in all year groups is good;

- Ensure that all children make optimal progress including where there are barriers to learning, through clear, consistent and excellent systems and provision for all, actively promoting inclusion;
- Ensure the rigorous use of robust data regarding pupil progress and outcomes to optimise learning for all children and to drive up standards of teaching and learning across the school;
- Promote, embed, secure and monitor all agreed school policies;
- Take part in relevant training and development, assessment of performance and an agreed programme of personal professional development;
- Work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours;
- Take lead responsibility for health and safety, staff and pupil well-being and safeguarding and for contingency and emergency planning;
- Take appropriate action to identify, analyse, minimise and manage any risks to health, safety and security in the working environment and in off-site school activities;
- Be responsible for ensuring an effective and efficient system of quality assurance is maintained and developed that covers all aspects of the school's functioning;
- Act as the governing body's primary adviser, developing and deploying relevant knowledge, skills and expertise to support governors in decision making, strategic planning and monitoring performance;
- Develop, maintain and extend professional relationships with a range of stakeholders and external bodies to support the work and vision of the school and outcomes for children;
- Act as the leader and manager of the school community, responsible for leadership culture, management of resources, and the system of delegation of powers and responsibility;
- Be responsible for ensuring compliance in relation to the statutory obligations, duties and responsibilities of the school;

- Be responsible for developing and maintaining an efficient and effective system of management and organisation for all school resources, which includes finance, personnel, information, buildings and premises and plant and equipment.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

