

Job Description

Designation of Post	Headteacher	Grade:	L21 – L27
Reporting to	Governing Body		
Purpose	To ensure the vision, ethos and policies of the school promote high standards and levels of achievement throughout the school. To ensure high levels of Health and Safety and safeguarding of children.		
Accountability	<ul style="list-style-type: none">- Accountable for Standards and Achievements throughout the school.- Progress and impact against the school improvement plan		
<p>The duties outlined in this job description are subject to the current conditions of employment contained in the latest School Teachers’ Pay and Conditions Document, the Education Act 1997, the required standards for Headteacher Status, other current educational legislation and the school’s articles of government.</p> <p><i>This job description may be amended at any time following discussion between the Governors and the Headteacher.</i></p>			
<p>A. Strategic direction and development of the school</p> <ul style="list-style-type: none">• lead by example and provide inspiration and motivation to the school community• generation of vision, ethos and policies for the school which promote high levels of achievement and meet quality objectives• create and implement a strategic school development plan, underpinned by sound financial planning, within the national and local context, which identifies priorities and targets for ensuring that pupils achieve high standards and levels of achievement with effective teaching• support all staff in achieving the priorities and targets which the school sets for itself, provide them with the motivation to support its aims• ensure that the management of the school, including finance and administration, support the school’s policies, its vision and aims• monitor and review all aspects of attainment, priorities, targets and policy and take necessary action <p>B. Teaching and Learning – to:</p> <ul style="list-style-type: none">• create an environment which secures effective learning across the breadth of the National Curriculum for all pupils, which promotes high standards and achievement, behaviour and discipline• ensure the curriculum is well planned and delivered. Monitor and evaluate its effectiveness.• monitor the quality of teaching and pupils’ achievements including the analysis of performance data• identify underachievement with key staff. Ensure appropriate action is taken.• develop links with parents, other schools, educational establishments and the wider community, including business and industry, in order to enhance teaching and learning and pupils’ personal development• create an effective partnership with parents and the wider community• contribute, as appropriate, to the teaching in the school <p>C. Leading and Managing Staff – to:</p> <ul style="list-style-type: none">• develop positive working relationships with and between all staff and Governors• implement and sustain effective strategies for the management of all staff• plan, evaluate and support the work of groups of staff, delegate appropriately and clearly and evaluate outcomes• support the Deputy Headteacher to enable staff to develop expertise in their respective roles through the identification of needs, ensuring an effective programme of access to continuing professional development			

- enable performance management systems to operate effectively and to engage with appraisal requirements of the Headteacher and relevant staff
- sustain personal and staff motivation
- ensure the safeguarding of all children.
- ensure the school complies with all Health and Safety regulations providing a safe environment for all.

D. Effective Deployment of Staff and Resources – to:

- to work with the community and agencies to enhance the work of the school
- work with governors and colleagues to recruit high quality staff
- ensure that all staff and governors understand their respective roles and responsibilities
- deploy and develop staff to make most effective use of their skills, expertise and experience and to ensure the effective management of the school in the absence of the Headteacher
- manage and organise the use of the school accommodation efficiently and effectively
- manage and organise relevant groups of children to ensure effective teaching and learning takes place and that children's personal development needs are met
- establish priorities for expenditure and monitor the effectiveness of spending with the financial regulations of the L.A.
- monitor the use of resources with a view to achieving value for money, within the school's financial context

E. Accountability – to:

- provide information and advice to the governing body so that it can meet its responsibilities and ensure proper accountability throughout the school
- ensure that the financial accounts of the school are maintained according to LA financial regulations and that the governing body is effectively informed to enable it to be appropriately accountable
- create an ethos in which all staff recognise their accountability
- account for the school's performance to internal and external agencies throughout the analysis of performance data and appropriate reporting; the use of such analysis to inform planning at all levels
- provide relevant information about all aspects of the school to parents, the community and other interested parties
- ensure that the school meets all legal requirements in relation to equal opportunities legislation and that the school operates in the spirit of the law as well as to the letter
- ensure that the school complies with all statutory requirements relating to the provision of education and other relevant legislation e.g. The Children Act, Health and Safety, Safeguarding Children, Disability and Equality.

Issued by: Liscard Primary School, Withens Lane, Liscard, Wirral, CH45 7NQ

Signed by Chair of Governors:

Date: June 2025