



HEADTEACHER JOB DESCRIPTION

Job Title:	Headteacher
Pay Scale:	Group 2 / Leadership scale 14-21
Job type:	Full time, permanent
Responsible to:	The Governing Body of the School
Responsible for:	The headteacher carries out duties in line with the conditions of employment as set out in the current School Teacher's Pay and Conditions document, the National Standards for Headteachers and the policies and procedures of the Governing Board.

School Context

Redgate Community Primary School includes a dedicated 42-place Special Educational Needs Unit ('The Pines'), providing specialist provision for pupils with additional needs alongside mainstream education. The Headteacher will lead the whole school community in delivering high quality education ensuring inclusion, achievement and wellbeing for all pupils.

The Headteacher will:

- Ensure the vision and ethos for the school is clearly articulated, shared, understood and acted upon by all
- Enable a consistent and continuous focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning
- Demonstrate and articulate high expectations through a broad and balanced curriculum for the whole school
- Ensure the school has ambitious expectations for all pupils with additional and special educational needs and disabilities
- Provide strategic leadership of the school's SEND Unit to ensure high quality specialist provision and full integration within the school community
- Produce and implement clear, evidence-based improvement plans and policies, considering national and local policies and initiatives
- Monitor, evaluate and review classroom practice whilst promoting a culture of high expectations, inclusion and continuous improvement
- Take a strategic role in the development of technology to enhance and extend the learning experience of pupils
- Implement strategies which secure high standards of behaviour and attendance

- Ensure the school operates effectively within the regulatory frameworks and meets all statutory duties.
- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care.
- Recruit members of staff who are able and willing to contribute to the outstanding performance and ethos of the school
- Implement successful performance management processes which ensure individual staff accountabilities are clearly defined, understood and agreed
- Ensure staff receive appropriate SEND training and professional development
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities
- Manage and organise the school environment to ensure that it meets the needs of the curriculum and health and safety regulations
- Ensure that the range, quality and use of all available resources are monitored and evaluated to ensure value for money
- Ensure learning experiences for pupils are linked into and integrated with the wider community
- Maintain an effective partnership with parents/carers to support and improve pupils' achievement and personal development
- Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities
- Seek opportunities to enhance and enrich the school's value to the wider community

This job description is a representative document reflecting the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks the headteacher will carry out. The headteacher may be required to carry out other duties appropriate to the general character of the post and its grading.

The appointment is subject to the current conditions of employment in the School Teachers Pay and Conditions document as they relate to Headteachers.