

Kilgarth School Headteacher Job Description

Job Description
Leadership - Adhere to the schools shared vision, which inspires and motivates pupils, staff and all other members of the school community. - Provide positive leadership to ensure that the school delivers the highest standards. - Promote equality of opportunity for all through the school's policies, procedures and practices.
Strategic Direction - Work with the Governing Board, to analyse and plan for the future needs and further development of the school. - Effectively evaluate and set objectives and operational plans which will promote and sustain school development. - Promote creativity, innovation and the use of appropriate existing and new technologies to improve outcomes for the school's pupils and young people. - Ensure all policies and procedures deliver best practice and drive a highly efficient school. - Monitor, evaluate and review the impact of policies, priorities and targets of the school and review as necessary to remain compliant. - Ensure that the management, finance, organisation and administration of the school support its vision and aims. - Monitor, evaluate and review the impact of policies, priorities and targets of the school and review as necessary to remain compliant.
Leading Teaching and Learning - Create a climate which secures effective teaching, successful learning and achievement by pupils and sustained development in their intellectual, spiritual, moral, cultural and physical growth. - Ensure that all students receive a good quality education through programmes designed to promote a stimulating style of learning in a safe and healthy school environment. - Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework suited to pupils with SEMH needs - Ensure a consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in every young person's learning. - Ensure that teaching and learning is at the centre of strategic planning and resource management. - Implement strategies which secure high standards of behaviour and attendance. - Monitor, evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels and ensure effective corrective action
Leading and Managing Staff - Lead, motivate, support, challenge and develop staff to secure improvement and outstanding outcomes for pupils and young people. - Ensure that all staff are engaged with key priorities and the development of the school's aims and objectives, through effective communication. - Maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils. - Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities, ensuring a reasonable balance for teachers and other members of staff, in work carried out in the school and work carried out elsewhere. - Implement and sustain effective systems for the management of staff performance. - Acknowledge the responsibilities and celebrate the achievement of individuals and teams.

Managing Resources

- Agree and set appropriate priorities for expenditure with the Governing Board and allocate funds and monitor the effective administration and control of school budgets.
- Deploy and manage the school's financial and human resources efficiently and effectively to achieve the school's educational goals and priorities in line with the school's strategic plan and financial context.
- Recruit, deploy and develop all staff effectively to improve the quality of education.
- Ensure adherence to appropriate Health and Safety regulations and ensure that risk assessments are undertaken before sanctioning participation in any potentially hazardous activity.
- Ensure the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.

Accountability

- Encourage a school ethos which enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Adhere to the Public Sector Equality Duty / Equality Act and the need to eliminate discrimination and any other prohibited conduct and advance equality of opportunity between those who share a protected characteristic and those who do not, and foster good relations amongst all staff and students
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work closely with the Governing Board to provide any information, objective advice and support which enables the governing body to meet its responsibilities.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, the local authority, the local community, Ofsted and others, to enable them to contribute effectively.
- Ensure that parents and pupils are well-informed about the curriculum, attainment and progress and about the contribution that they can make in achieving the school's targets for improvement.
- Develop an organisation in which all staff recognise that they are accountable for the success of the school.