

# KIRKLEES COUNCIL

## DIRECTORATE FOR CHILDREN & ADULTS JOB DESCRIPTION



### ***“From Equality to Inclusion”***

**Job Title:** Headteacher  
**Location:** Manorfield infants and Nursery School  
**Salary:** Group 2. ISR: L12 – L18 depending upon experience.

### **Purpose of the Job**

- To be responsible for all aspects of the internal organisation, professional leadership, management and control of the school and for exercising supervision over the teaching and support staff.
- To provide leadership in working towards the school's aim of being a provider of outstanding education which enables children to reach their potentials as learners and as young citizens in a safe and nurturing environment and which prepares them for successful transition to primary school.

### **Consultation**

In carrying out these duties, to consult, where this is appropriate, with the appropriate authority, the Governing Body, the staff of the school and the parents of its pupils.

### **Headteachers – overriding requirements**

A Headteacher's professional duties must be carried out in accordance with and subject to:

- a. the provisions of all applicable legislation and any orders and regulations having effect under the applicable legislation. This appointment will be made subject to statutory authority in force at the time of the appointment;
- b. the instrument of government of the Headteacher's school;

- c. any rules, regulations or policies made either by the governing body on matters for which it is responsible, by the authority with respect to matters for which the governing body is not responsible or by the Headteacher's employers;
- d. where the school is a voluntary, foundation or foundation special school, any trust deed that applies to the school;
- e. the terms of their appointment.

## **Delegation**

1. Subject to paragraph 1, a Headteacher's responsibilities may be delegated to a deputy headteacher, assistant headteacher or other member of the staff in a manner consistent with their conditions of employment, having regard to the nature and extent of their management responsibilities, and maintaining a reasonable balance between work and other commitments for each teacher.

## **Professional responsibilities**

2. A Headteacher may be required to undertake the following duties:

## **Whole school organisation, strategy and development**

3. Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school.
4. Develop, implement and evaluate the school's policies, practices and procedures.

## **Teaching**

5. Lead and manage teaching and learning throughout the school, including ensuring, save in exceptional circumstances, that a teacher is assigned in the school timetable to every class or group of pupils:
  - a) in the first, second, third and fourth key stages, for foundation and other core subjects and religious education; and,
  - b) in the preliminary stages.
6. Teach when required.

## **Health, safety and discipline**

7. Promote the safety and well-being of pupils and staff.
8. Ensure good order and discipline amongst pupils and staff.

## **Management of staff and resources**

9. Lead, manage and develop the staff, including appraising and managing performance.
10. Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers, including on whether a teacher at the school who applied to be paid on the upper pay range should be paid on that range.
11. Organise and deploy resources within the school.
12. Promote harmonious working relationships within the school.
13. Maintain relationships with organisations representing teachers and other members of the staff.
14. Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

## **Professional development**

15. Promote the participation of staff in relevant continuing professional development.
16. Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
17. Participate in arrangements for their own further training and professional

development and, where appropriate, that of other teachers and support staff including induction.

### **Communication**

18. Consult and communicate with the governing body, staff, pupils, parents and carers.

### **Work with colleagues and other relevant professionals**

19. Collaborate and work with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies.

### **Dedicated headship time**

20. A Headteacher is entitled to a reasonable amount of time during school sessions, having regard to their teaching responsibilities, for the purpose of discharging their leadership and management responsibilities.

### **Daily break**

21. A Headteacher is entitled to a break of reasonable length in the course of each school day and must arrange for a suitable person to assume responsibility for the discharge of their functions as Headteacher during that break.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's and our school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please click [here](#) to read our safeguarding policy. Alternatively go to: <https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

As a member of the staff team you are required to respect and promote equality for all in accordance with the Equality Act 2010 in terms educational services for children and families and employment standards for adults.

***“From Equality to Inclusion at Manorfield”***



