



JOB TITLE: HEAD TEACHER (PRIMARY)
LOCATION: ST AIDAN'S CE ACADEMY
SALARY: L12-L18

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.

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 Early Year, first and second key stages, for foundation and other core subjects and religious education; and,
 - b. in the preliminary stages.
6. Teach.

Health, safety and discipline

7. Designated Safeguarding Lead (DSL) to lead and support the development of safeguarding and child protection policies, training, procedures and guidance across the school.
8. Promote the safety and well-being of pupils and staff.
9. Ensure good order and discipline amongst pupils and staff.

Management of staff and resources

10. Lead, manage and develop the staff, including appraising and managing performance.
11. Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers, including whether a teacher at the school who applied to be paid on the upper pay range should be paid on that range.
12. Organise and deploy resources within the school.
13. Promote harmonious working relationships within the school.
14. Maintain relationships with organisations representing teachers and other members of the staff.
15. 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

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

18. Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

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

Governance

20. Advise and assist the Governing Body in the exercise of its functions, including attending meetings and making reports in connection with the discharge of the Headteacher's functions
21. Create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement
22. Implement decisions of the Governing Body in relation to staffing;
23. Advise the Governing Body on the adoption of effective procedures to deal with teacher competence issues

Work with colleagues and other relevant professionals

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

Dedicated headship time

25. 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

26. 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.

Other

27. Meet all aspects of the professional standards for Headteachers

As part of your wider duties and responsibilities you are required to promote and actively support the Council's and Multi Academy Trust'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 go to <https://www.saintaidans.org.uk/> to read our safeguarding policy.