



Headteacher Job Description

This appointment will be in accordance with the Articles of Government, the Conditions of Employment of Headteachers contained within the Teachers' Pay and Conditions Document and the policies and requirements adopted by the Local Governing Body.

Job title: Headteacher

Accountable to: The Local Governing Body

Liaising with: SLT, Chief Financial Officer and Chief Operating Officer, Governors and other Stakeholders

Core purpose of the role

To provide inspirational leadership and management to create a shared vision and strategic plan that inspires and motivates students, staff, parents and all other members of the school community to achieve greater success.

To achieve success, the Headteacher will:

- Provide vision, leadership and direction to the staff, pupils and other stakeholders
- Deliver an ambitious, creative curriculum for all learners
- Promote and lead innovation in teaching and learning across academic and vocational provision
- Lead an inclusive school culture where all pupils can fulfil their potential as academics and people
- Promote excellence, equality and high expectations for all students
- Proactively manage resources, including staff and financial resources, to achieve the school's aims and provide regular reports to the Governors on the school's performance
- Evaluate the school's performance and identify priorities for continuous improvement
- Secure effective day-to-day management, organisation and administration
- Nurture strong relationships with the wider community and stakeholders
- Create a safe and productive learning environment which is fulfilling and engaging for all students and staff, ensuring adherence to the latest safeguarding requirements and promoting the well-being of the school community
- Sustain and develop a professional network that enables others to achieve through effective relationships and communication
- Drive fundraising initiatives to support the school's development plans

Key responsibility areas

The Headteacher will need to provide continuity in maintaining excellent teaching and learning throughout the school, whilst meeting the requirements of the school's role as part of Marlow Education Trust (MET) and Teaching School. At the same time they will work closely with the MET Members and Directors, Local Governing Body, senior leadership team and other stakeholders to create and implement a shared vision that delivers future success and encourages each child to strive for their best.

The National Standards for Headteachers sets out the knowledge and professional qualities required for this role in the following key areas:

- Shaping the future
- Leading learning and teaching
- Leading and Developing people and the organisation



- Managing the organisations' resources
- Securing accountability and effective communication
- Strengthening the community
- Safeguarding Children

Shaping the future

The Headteacher will:

- Have overall responsibility for the management and performance of the school
- Develop, secure approval for, and lead the implementation of, a clear strategic vision and plan for the development of the school
- Build and maintain a sustainable high-performance culture leading to high standards of teaching and learning throughout the school
- Create an organisational structure that reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements
- Ensure that all statutory requirements are met, especially in relation to safeguarding and health and safety
- Ensure that the needs of the students, parents and the community are met
- Develop the School as an asset for the local community, to enable all to benefit from the facilities for education, training, health, fitness and recreation opportunities
- Be the principal ambassador for the school, working with stakeholders to support the school's success
- Act as a principal advisor to the MET and the Local Governing Body in the discharge of its responsibilities, and implement the decisions of the Local Governing Body
- Work with the Local Governing Body, MET and other key stakeholders to ensure that the school's vision is clearly articulated, shared, understood and translated into real and effective action by all
- Provide strategic leadership that secures the delivery of high standards of attainment and personal development for all students and staff
- Manage effectively all aspects of the organisation and change processes for a successful school
- Provide leadership in the development of innovative learning and teaching, and extended community activities
- Work with other schools, Further and Higher Education providers, partners and organisations in the public, private, business and voluntary sectors for the benefit of the school

Leading teaching and learning

The Headteacher will:

- Secure delivery of the highest possible standards of teaching and learning throughout the school
- Develop and maintain a focus on achievement, maximising the potential and academic performance of all students against national and individual targets and aspirations
- Maintain effective assessment, recording and reporting systems of student progress and ensure these are used to challenge underperformance and drive improvement
- Build and maintain effective partnerships between school, students and parents to support learning
- Involve students, as appropriate, in the decision-making processes in the school by developing policies and practice that treat students as partners in the learning process
- Monitor, evaluate and review classroom practice and promote improvement strategies leading to raised standards
- Develop and implement a broad and relevant curriculum which embraces the school's specialisms, innovative approaches to teaching and learning, national initiatives and is at the forefront of best practice, to meet the needs of all students
- Ensure that educational provision and achievement for pupils with special needs are maximised through an appropriate mix of integrated and specialist needs provision
- Monitor and evaluate the curriculum for both quality and value for money



- Embed effective data and benchmarking systems to monitor progress, raise standards and ensure a continuous and consistent school-wide focus on students' achievement which engages the support of parents and carers and the assistance of other stakeholders
- Ensure that suitably challenging targets are set, including those for student attainment, progress, behaviour and attendance
- Develop an ethos and structure for managing behaviour which enables each student to achieve their potential, including the management of pastoral care, student welfare and effective anti-bullying procedures
- Ensure the school is an inclusive learning environment with an emphasis on supporting equalities and diversity
- Be outward facing, taking a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students and the pedagogical skills of staff, deploying technological resources effectively and efficiently in order to realise the aims of the school
- Create a culture of challenge, high expectations and support where all students can achieve success and be engaged in personalised learning, supported by a curriculum offer appropriate to their individual needs, aspirations and abilities
- Ensure a wide range of community-based, off-site and outdoor learning experiences are available
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families
- Build a collaborative learning culture and with other schools and agencies, continue to build effective learning communities to promote excellence in teaching and learning

Leading and developing people and the organisation

The Headteacher will:

- Lead, motivate and inspire all staff to build and maintain their trust and commitment
- Demonstrate and engender in others, respect, integrity, optimism, resilience and a sense of proportion
- Demonstrate the vision and values in everyday work and practice. Ensure that the values are upheld and practised by the staff and students
- Create and maintain a culture of high performance and continuous improvement, amongst all staff at the school
- Recruit, retain and deploy teaching and support staff appropriately and assist in managing their workload to achieve the vision and goals of the school
- Exercise effective staff management and generate effective working relationships at all levels
- Manage your own workload and that of others to allow for an appropriate work/life balance
- Optimise the contribution of all staff to ensure excellent quality of teaching and learning
- Manage performance, utilising all staff effectively, challenging and addressing underperformance whilst providing for the continuous professional development of all staff
- In partnership with the MET and Local Governing Body, lead the selection, appointment, deployment and management of high-quality staff to ensure that effective learning takes place throughout the school
- Create, maintain and enhance effective working relationships with staff, including consultation with professional associations
- Manage and maximise the contribution of staff to improve the quality of education provided and standards achieved and to sustain the progress of the school
- Manage the effective deployment and performance of all staff by supporting and ensuring their professional development
- Involve all staff in decision-making, as appropriate, in order that all who work in the school are committed to its development
- Develop the leadership skills of staff at all levels and of the student body
- Regularly review own practice and performance, set personal targets and take responsibility for own development
- Promote the school ethos, values and aims, characterised by high beliefs, aspirations and achievements
- Respect the responsibilities and celebrate the achievements of individuals and teams
- Treat people fairly, equitably, with dignity and respect to create and maintain a positive culture and ethos



Managing the organisations resources

The Headteacher will:

- Maintain a financially and educationally viable school, embracing the ethos and stated aims of the school
- Recruit staff of the highest quality and deploy them effectively
- Work with the Business Manager, Governors and Trust to ensure funding is allocated appropriately to support the curriculum, and that spending is monitored and managed effectively
- Manage and organise accommodation and other resources efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements
- Ensure that the school secures maximum value for money and complies with statutory and other requirements
- Seek to ensure adequate resources for the school
- Be responsible for the internal organisation, management and control of the school
- Advise the MET and Local Governing Body on the annual priorities and formulation of the budget to ensure that the school achieves its objectives
- Plan, manage and monitor the curriculum and all policies, procedures and initiatives within the agreed budget, setting priorities for expenditure, allocating funds/resources and securing effective administration and control
- Ensure the regular monitoring of the budget and the oversight of the use of resources at all levels in the school
- Manage and organise accommodation efficiently and effectively to ensure it meets the needs of the curriculum, extended use, health and safety requirements and promotes a positive learning environment for all
- Manage the school's financial and human resources effectively and efficiently to achieve the educational goals and priorities
- Monitor and evaluate the overall provision and use of resources to secure value for money
- Seek all opportunities to maximise resources for the school and its community
- Create an awareness of environmental issues both within and beyond the school and help to develop innovative projects which address practices

Securing accountability and effective communication

The Headteacher will:

- Be accountable to the MET and Local Governing Body for all aspects of the performance of the school
- Secure a positive, open and collaborative working relationship with the MET and Local Governing Body to develop a shared vision and clear strategy for the school, and take ownership for leading its implementation
- Work closely with the COO of the Trust and the Chair of the Local Governing Body to facilitate the work of the Local Governing Body and maximise the contribution of all governors
- Provide information, objective advice and support to the MET and Local Governing Body to enable it to meet its statutory responsibilities
- Implement the decisions of the MET and Local Governing Body
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences including governors, parents/carers, students and other stakeholders
- Ensure that parents and students are well informed about curriculum attainment and progress and are able to understand targets for improvement
- Develop and encourage good relationships between the school, partner schools, the local authority, other key stakeholders and the local community to enhance the reputation of the school and the opportunities for its students
- Work collaboratively with the MET and Local Governing Body and those of its sub-committees, as appropriate, to enable them to fulfil their strategic monitoring and statutory and wider responsibilities
- Develop an organisation in which staff recognise they are responsible for the success of the school and individual accountabilities are clearly defined, understood, agreed and acted upon
- Ensure that effective communications are developed and maintained within and beyond the school and with stakeholders



- Ensure that parents and carers and students are fully engaged and well informed about all aspects of the school and, in particular, about attainment, curriculum, progress and targets for further improvement and the contribution they can make

Strengthening the community

The Headteacher will:

- Work effectively and collaboratively with external partners and stakeholders to achieve mutually agreed objectives
- Co-operate and collaborate with other agencies and partners to protect children and provide for the academic, spiritual, moral, social, emotional and cultural well-being of all students and their families
- Promote effective relationships with local, regional, national and international community organisations including employers, charities and the voluntary sector
- Build strong and lasting networks of schools and education providers to support outstanding education for students, the highest quality professional learning and sharing of the very best practice
- Develop and reinforce relationships between member schools of the MET

Safeguarding children

Sir William Borlase's Grammar School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

The Headteacher will:

- Ensure that the policies and procedures adopted by the governing body are fully implemented and followed by all staff
- Ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children
- Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices

This post will be subject to clearance by the Disclosure and Barring Service at Enhanced Level.

In addition to the above job description, the Headteacher is expected to fulfil the expectations of the person specification. They also perform such other duties as may be reasonably required by the MET and Local Governing Body.

