



WADEBRIDGE SCHOOL



Headteacher Job Description

Job Purpose

The purpose of the post of the Headteacher is to advance education for public benefit by preparing all students for the opportunities, responsibilities and experiences of later life.

The Headteacher will

- Provide vision, direction and leadership for the school
- Inspire, support, motivate and lead colleagues in raising progress and attainment and in developing each child as a whole
- Lead the shaping of new developments in teaching and learning at whole school level
- Have an unrelenting focus on the wellbeing of staff and students
- Support and develop the partnership with parents, carers and the wider-community

Job Details

Job Title:	Headteacher
Hours:	Full time
Salary:	Five-point range to be determined (dependent upon experience) within the range L28 – 35
Accountable to:	Board of Trustees

Job Dimensions

Staff:	Leadership of all staff across the school
Students:	All students

Principal Accountabilities

As Headteacher at Wadebridge School, you are the leading professional and role model for the school and the wider community that the school serves. Your leadership is a significant factor in ensuring high quality teaching and achievement in school and in the development of a safe and caring culture in which all students and staff can flourish and thrive. The bullet points below outline some of the key, specific areas in which you will make a difference to the benefit of all.

Strategic Direction, Ethos & Values

- Be responsible for the strategic leadership of the school
- Work in partnership with the Trustees and Senior Leaders to implement and develop the school's vision through a strategic plan which meets the needs of students and the school community
- Maintain and further develop a strong school community, based on effective, caring and respectful relationships
- Live the values and ethos of the school every day, and inspire others to do the same
- Build an organisation which reflects the school's values and enables the systems and processes to work effectively in line with legal requirements
- Drive continuous improvement in the quality of education that the school provides

- Build a school culture and curriculum that values the richness and diversity of the local community
- Ensure that strategic planning takes account of the diversity, values and experience of the school and the community
- Ensure that systems and processes are well considered, efficient and fit for purpose in order to uphold transparency, integrity and probity
- Safeguard and protect all children in collaboration with other agencies, as appropriate
- Be the most senior point of contact for parents who have concerns about the school's effectiveness

Accountability

- Cultivate a positive school culture and climate that promotes high levels of trust, high autonomy, high challenge, and high accountability throughout the school
- Maintain a high profile on the school site and act as an ambassador for the school at all times
- Ensure that all staff and students recognise their accountability to the school
- Maintain and further grow a culture which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Support all staff to carry out their duties and to ensure that all staff and students are comfortable in sharing any concerns that they have with the relevant Senior Leader (e.g. health & safety and safeguarding)
- Develop and maintain rigorous systems to ensure the quality of educational provision
- Develop and maintain appropriate delegation of responsibility and successfully hold colleagues to account
- Demonstrate and articulate high expectations and set stretching targets for the whole school community
- Ensure a consistent and continuous school-wide focus on students' achievement where all teachers take responsibility for using data and benchmarks to monitor progress in every child's learning
- Challenge underperformance at all levels with effective supportive and corrective action
- Implement strategies that secure high standards of behaviour and attendance
- Always act in a manner that is consistent with the DfE Headteacher Standards [Headteachers' standards 2020 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/headteachers-standards-2020) and the [Nolan] Seven Principles of Public Life [The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/the-seven-principles-of-public-life)

Leadership & Management

- To fully implement and support the whole school aims, objectives and policy decisions, contributing to their implementation and review
- To lead collaboratively the work of the Senior Leadership Team in order to drive forward whole school improvement and rigorous self-evaluation
- Produce and implement clear, evidence-informed improvement plans and policies for the development of the school
- To identify strategies for raising the attainment of all students, and work towards those identified and agreed goals through the leadership of programmes or systems that enable challenging targets to be achieved
- To identify strategies for achieving the highest standards of teaching and learning, evaluating the quality of teaching, student achievement and setting targets for improvement

- Deploy the school's financial and human resources efficiently to achieve the school's educational goals and priorities
- Manage and organise the school environment effectively to ensure that it meets the needs of the curriculum and health & safety regulations
- To continually model and exemplify the highest standards and expectations of all; being a presence around the school, including break and lunchtime, and contributing to the day-to-day behaviour management of students, liaising with Key Stage teams, other staff, and parents
- Create and maintain an effective three-way partnership with students, parents and carers to support and improve students' achievement and personal development
- To demonstrate a commitment to equality of opportunity for all members of the school community
- Manage own workload and that of others to promote an appropriate work/life balance

Teaching and Learning

- Ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning
- Ensure that a passion for learning is at the centre of strategic planning and resource management
- Ensure that high quality professional development supports all staff with a blend of in-house provision and externally provided opportunities
- Enable staff to become reflective practitioners, supporting their wellbeing and their continuing professional development
- Ensure that the school provides a broad and balanced curriculum which is diverse and flexible, is supported by high quality teaching and is appropriate for all students
- Determine, organise, and implement an effective assessment framework
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students
- Encourage a wide range of extra-curricular activities
- Ensure that the pastoral system is effective so that all students can gain the maximum benefits for school life and the curriculum
- Ensure that behaviour management is robust and effective so that teachers can teach, and learners can learn.
- Monitor teaching and learning to ensure that high quality is maintained, and action is taken to bring about improvement where needed
- Involve students in decision making and have structures in place which ensure that students can contribute to their environment and support their fellow students
- Build a collaborative learning culture within the school, and actively engage with other schools in Cornwall and beyond to build effective self-improvement and enable enhanced learning opportunities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Ensure that the range, quality and use of all available resources improve the quality of education for all students and provide value for money

Resources

- Lead and manage the effective use of financial, physical and human resources to meet the needs of the school both short and long term, including effective staff recruitment and retention and value for money
- Ensure that organisational structures and processes support the achievement and development of the school's vision
- Provide opportunities for staff to develop their professional skills as an aid to improving performance and student achievement
- Promote equality of opportunity for staff and students and value the diversity of the school and its community

Stakeholders and Community

- Inspire students and staff to achieve the best they can by setting a good example in their own practice and by encouraging a caring, positive and exciting learning environment
- Encourage the engagement of the wider school community and maintain and enhance the reputation and standing of the school
- Nurture and strengthen relationships with local primary schools and post 16 providers to facilitate smooth transitions for our students
- Ensure that all stakeholders receive clear, detailed, and accurate information about the school through a variety of reports and presentations