**Appendix 2 - Model Job Descriptions**

**Model Job Description 1**

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| **Post Title:** | **Headteacher** |
| **Salary/Grade:** | **Leadership Group 2 within the range L8 – L21** |
| **Schools:** | **XXXXX Church of England Primary School** |
| The post holder will be committed to the role of headteacher XXXXX Church of England Primary School. This will entail managing time and have significant profile in school in order to carry out the duties outlined in this job description which are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the XXX Trust Board, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. | |
| **Character of the School:** | As the Headteacher of a Church of England School that is part of the XXX Trust you are required to have regard to their Christian character and historic Foundation and to undertake not to do anything in any way contrary to the interests of the Foundation or Trust. To pursue the vision and values of the XXX Trust and the Church of England Vision for Education as developed and maintained in each school community which will aim to be “deeply Christian, serving the common good”. You are required to provide religious education in accordance with the doctrines of the Church of England and the Trust Deed of the School. You are required to take lead and take part in regular acts of collective worship of a broadly, mainly Christian character. |
| **Responsible for:** | To be responsible for the professional leadership and management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school’s work. To gain this success he or she must establish high quality education by effectively managing teaching and learning. He or she must establish a culture that promotes excellence, equality and high expectations for all pupils to begin to experience “life in all its fullness”. |
| **Reports to:** | XXX |
| **Liaison with:** | XX., Local Governors, Central Teams and External Agencies |
| **Purpose:** | The Headteacher, who is accountable to the XXX Trust Board through its Scheme of Delegation, will ensure the schools have a Christian ethos, provide vision and leadership for the school, ensuring that it is managed and organised to meet its aims and targets.  The Headteacher will be committed to safeguarding and the welfare of all pupils, in a nurturing and inclusive environment, where discipline and good behaviour underpin the schools’ vision for pupils to participate, learn, enjoy and achieve.  The post holder will be an inspirational and dynamic leader with the vision, drive and passion to build upon both schools’ strengths and high expectations and lead the schools to the next phase of development. In order to achieve this purpose, seven key areas of responsibility have been identified (see below for detail): |
| **Key Areas of Responsibility:** | 1. Leadership in shaping the future  2. Leading learning and teaching  3. Developing self and working with others  4. Leading and managing  5. Securing accountability  6. Strengthening community  7. Safeguarding |
| **Duties** | **Leadership in Shaping the Future**  The Headteacher, working with the XXX Trust Board, Local Governance Board, staff, pupils and parents, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision should explore Gospel values, core educational values and moral purpose and be inclusive of stakeholders’ values and beliefs.  The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.   * To ensure that the RE programme is given full regard both in terms of classroom religious education and the overall programme of the school. * To lead by example, providing inspiration and motivation for pupils, staff, governors and parents, demonstrating the vision and values in everyday work and practice in order to create a shared culture and positive climate. * To work within the school community to translate the vision into agreed objectives and operational plans which promote and sustain school improvement. * To assist in creating and implementing a strategic plan, underpinned by sound financial planning, which aims for school improvement by identifying priorities and targets for ensuring that pupils achieve high standards and make good progress. * To develop and maintain the educational partnership currently existing between the school and parents, Local Governance Board, CEO of and XXX Trust, the local Church, the LA, the local community and other agencies including the health authority and social services.   **Leading Learning and Teaching**  In a Church of England school, the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God. The headteacher, supported by the XXX Trust Board and Local Governance Board, has a central responsibility for raising ensuring the quality of teaching and learning and pupil achievement. This implies enabling pupils to achieve their God-given potential, setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.   * To create and maintain an environment which promotes and secures creative, responsive and effective approaches to learning and teaching, high expectations, high standards of achievement and good behaviour. * To determine, organise and provide equal access to a diverse, flexible and relevant curriculum which values and challenges all children, including those with Special Educational Needs and English as an additional language, and to ensure that appropriate provision is made for the more able pupils. * To establish and maintain effective systems of planning, assessment for learning, recording and reporting, using data and national benchmarks to monitor progress in every child’s learning. * To monitor and evaluate curricular provision, regularly review classroom practice and the achievement of all pupils in order to set and meet challenging, realistic targets for improvement. * To manage regular reviews of all aspects of the curriculum, to initiate and encourage new and effective ideas, taking a strategic role in the development of emerging technologies to enhance and extend the learning experience of all pupils. * To encourage curriculum links through learning networks with other schools in the XXX Schools Trust and beyond. * To cooperatively work with the local secondary school(s).   **Developing Self and Working with Others**  To establish effective relationships and communication in order to build a professional learning community, enabling others to achieve within their roles.  In a Church of England school, the role of Headteacher is one of leadership of a learning community rooted in faith. The Headteacher’s leadership should take Christ as its inspiration. The Headteacher’s management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God. The Headteacher must manage themselves and their relationships well and will build a professional learning community, which enables others to achieve their potential as a child of God. Through performance management and effective continuing professional development practice, the Headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and range of leadership skills and actions required of them, the Headteacher should be committed to their own continuing professional development.   * To give a clear lead to all staff in the development and the continuing formation of the school’s Church of England identity. * To create a positive and collaborative learning culture within the school by treating people fairly, equitably and with dignity and respect. * To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring that there is a clear delegation of tasks and devolution of responsibilities. * To implement and sustain systems for the effective management of all staff performance, incorporating targets for future development. * To motivate and enable teachers and support staff to develop expertise in their respective roles through a wide range of high-quality induction and continuing professional development opportunities in the context of the school’s agreed improvement priorities. * To positively engage with the Trust representative and Chair of the Local Governance Board in the headteacher performance management process, and regularly review own practice, set personal targets and take responsibility for own personal development. * To manage own workload and that of others to allow for an appropriate work/life balance. * To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace. * Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.   **Leading and Managing**  To provide effective organisation, leadership and management of the school in order to maintain an efficient, effective and safe learning environment:   * To create an organisational structure which reflects the school’s values, enabling the management systems, structures and processes to work effectively in line with legal requirements. * To produce clear, evidence-based improvement plans and policies for the development of the school and its facilities. * To work with the Local Governance Board members, the Senior Leadership Team and senior colleagues to recruit, retain and deploy staff appropriately, managing their workload to achieve the vision and goals of the schools. * To manage and organise the accommodation effectively and efficiently to ensure that it meets the needs of the curriculum and health and safety regulations. * To promote an attractive environment which stimulates learning and enhances the appearance of the school. * To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils’ achievements, ensure efficiency and secure value for money. * To act as Senior Information Risk Owner SIRO for GDPR.   **Securing Accountability**  The school is accountable for ensuring that pupils enjoy and benefit from a high-quality education, promoting collective responsibility within each whole school community.   * Provide information, objective advice and support to the Local Schools Board to enable it to meet its responsibilities for monitoring and securing school improvement and standards of achievement and for achieving efficiency and value for money. * To create and develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for the outcomes. * To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to regular review and evaluation. * To present regular, coherent and accurate accounts of the school’s performance in a form appropriate to a range of audiences, including the Local Governance Board, the XXX Trust CEO and School Improvement Leads, the local community, OFSTED, SIAMS and others, to enable them to play their part effectively. * To reflect on personal contribution to school achievement and take account of feedback from others.   To ensure that parents/carers and pupils are well informed about the curriculum, the attainment and the progress of pupils. Further, that parents/carers are able to understand realistic and challenging targets for improvements and how they might make a contribution toward achieving them.  **Strengthening Community**  To work collaboratively at both strategic and operational levels with all connected with both school communities, for the well-being of all children.   * To recognise that the school is part of the Church locally and seek to promote the partnership between the parish, home, XXX Trust, Diocese of Chelmsford and each school. * To promote and support the positive benefits of living within a culturally and ethnically diverse society, building a school culture and curriculum that takes account of the richness and diversity of the school’s communities. * To create and promote positive strategies for challenging racial and other prejudice and dealing with bullying and racial harassment. * To ensure that learning experiences for pupils are linked into opportunities provided in the wider community. * To create and maintain a positive and effective relationship linking home and school in a supportive, working partnership to encourage and improve pupils’ achievement and personal development. * To seek opportunities to invite parents and carers, community figures, businesses and other organisations into school to enhance and enrich the school and its value to the wider community.   **Safeguarding**  XXXXX Church of England Primary School is committed to safeguarding and promoting the welfare of children and young persons at all times. The Headteacher will be responsible for promoting and safeguarding the welfare of all children for whom he/she is responsible, or with whom he/she comes into contact, in accordance with the Safeguarding policies.  The Headteacher will undergo designated person child protection training and be responsible for child protection and safeguarding and become the safeguarding and child protection lead for the school. |

**Model Job Description 2**

**Core Purpose**

The Headteacher will be responsible for the internal organisation, management and control of the school in accordance with applicable legislation, the policies of the governing body (including its annual budget) and the instrument and articles of governance of the school.

The Headteacher, working with the governing body, senior leadership team and School staff, will provide overall strategic leadership for the school. The Headteacher will:

* have regard to the Christian character and historic Foundation of the school and with the Church of England Vision for Education ‘Deeply Christian, Serving the common good’;
* lead, develop and support the direction, vision, values and priorities of the school;
* develop, implement and evaluate the school’s policies, practices and procedures;
* lead and manage teaching and learning throughout the school
* ensure accurate School self-evaluation to inform School improvement planning;
* have overall responsibility and accountability for safeguarding and promoting the welfare of pupils within the school;
* lead and take part in regular acts of collective worship of a broadly mainly Christian character.

*The job description should be read in conjunction with the contractual requirements and responsibilities of headteachers set out in the School Teachers’ Pay and Conditions Document.*

**Principal Accountabilities:**

**Safeguarding**

Fulfil personal responsibilities, and secure compliance by those working in school, for safeguarding as set out in the Children’s Act, Statutory Guidance and by the Local Children’s Safeguarding Board. These include:

* Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
* Operating clear whistleblowing procedures;
* Sharing information, with other professionals;
* Assigning a designated professional lead for safeguarding / take responsibility as the designated professional lead for Safeguarding;
* Operating safe recruitment practices;
* Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice;
* Establish, operate and monitor clear policies for dealing with allegations against people who work with children.

**Qualities and Knowledge**

1. Hold and articulate clear values and moral purpose from a Christian perspective, focused on providing a world-class education for the pupils they serve.

2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors, the local church and members of the local community.

3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.

4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.

5. Work with political and financial astuteness, within a clear set of principles centred on the school’s vision, ably translating local and national policy into the school’s context.

6. Communicate compellingly the school’s Christian vision and drive the strategic leadership, empowering all pupils and staff to excel.

**Pupils and Staff**

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils’ outcomes.

2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils’ well-being.

3. Establish an educational culture of ‘open classrooms’ as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.

4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.

6. Hold all staff to account for their professional conduct and practice.

7. 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.

**Systems and Process**

1. Ensure that the school’s systems, organisation and processes are well-considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.

2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in School and in the wider society.

3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.

4. Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set School strategy and hold the Headteacher to account for pupil, staff and financial performance.

5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils’ achievements and the school’s sustainability.

6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

7. Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers.

8. Consult and communicate with the governing body, staff, pupils, parents and carers and with the local church.

9. Lead and manage/be responsible for safeguarding and promoting the welfare of children.

**The Self-Improving School System**

1. Create outward-facing schools which collaborate with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.

2. Develop effective relationships and collaborate effectively with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.

3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.

4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.

5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.

6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people’s lives and to promote the value of education.

7. Participate in arrangements for their own further training and professional development and appraisal and review of own performance.