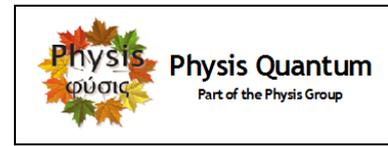


## Head Teacher Job Description



**Salary:** £42,195 - £45,434 (Equivalent to L1-L4)

**FTE:** Full Time

**Accountable to:** Head of Service & Governing Body

**Location:** Physis Heathgates Academy

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### Main purpose of the post

To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and good standards of learning and achievement.

To fulfill the requirements of the DfE's National Standards for Headteachers 2020, encompassing Section 1 Ethics and Professional Standards and the ten key standards set out in Section 2, namely:

1. School culture
  2. Teaching
  3. Curriculum and assessment
  4. Behaviour
  5. Additional and special educational needs
  6. Professional development
  7. Organisational management
  8. School improvement
  9. Working in partnership
  10. Governance and accountability
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### Key Duties and Responsibilities

#### 1. Strategic direction and development of the school

- To provide inspiring and purposeful leadership for the staff and pupils.
- To develop overall aims and objectives for the school and policies for their implementation.
- To maintain a positive ethos and support the delivery of the school's educational vision and direction which promotes effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, emotional, and physical development, and prepares them for the opportunities, responsibilities and experiences of adult life.
- To work in partnership with all stakeholders within the Physis group to integrate the ethos and values which will underpin the care and educational approach for pupils.
- To develop 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.

Physis [fie-sis] a Greek word meaning the natural energy for growth, change & development.

- To ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting short, medium, and long-term objectives and targets which secure the educational success of the school.
- To ensure that the management, organisation, and administration of the school supports its vision and aims.
- To monitor and evaluate the performance of the school and respond and report to the governing body, Ofsted and other stakeholders as required.
- To monitor, evaluate and review the impact of policies, priorities, and targets of the school in practice, and take action if necessary.
- To ensure that policies and practices take account of national, local and school data, inspection and research findings to ensure best practice.

## 2. Teaching and Learning

- To secure and sustain effective teaching and learning throughout the school and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement.
- To ensure a consistent and continuous school-wide focus on pupil's achievement, using data and benchmarks to monitor every pupil's learning and progress.
- To demonstrate and articulate high expectations and set stretching targets for the whole school community.
- To ensure that pupils develop study skills to learn effectively and with increasing independence.
- To ensure holistic, child centred support is in place which empowers children and enables the development of healthy, socially inclusive behaviours.
- To be able to determine, organise and implement a diverse, flexible curriculum that meets statutory requirements, and implement an effective assessment framework.
- To ensure that all pupils receive a good quality education through a programme designed to promote good learning in a safe and healthy school environment and which extends learning beyond the classroom.
- To establish creative, responsive, and effective approaches to learning and teaching ensuring high quality provision at all times.
- To monitor, evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels and ensure effective support and intervention; and
- Determine and implement positive strategies and programmes which ensure good pupil behaviour and attendance.
- Continue to maintain an effective partnership with Local Authorities, parents and the wider community to support and improve pupils' achievement and personal development.
- Develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning.
- To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.

### 3. Managing Self & Leading Others

- To lead, motivate, support, challenge and develop others to secure improvement.
- To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- To implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
- Work with senior colleagues to highlight and resolve and staffing issues quickly and efficiently.
- To maximise the contribution of staff to improve the quality of education provided, the standards achieved and to ensure that constructive working relationships are formed between staff and students.
- To lead staff engagement with the Physis ethos and wholistic approach to supporting the child and encourage close working relationships with the care and clinic teams.
- To promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.
- To ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of teachers, including those of headteacher.
- To demonstrate a commitment to your own development, to take advantage of education and training opportunities and develop own competence.
- To keep abreast of educational developments and best practice to introduce appropriate innovation to the school.
- To proactively participate in performance management activities and willing take part in training or opportunities to work with other professionals.

### 4. Efficient and effective deployment of staff and resources

- Work with senior colleagues to recruit and retain staff of the highest quality.
- Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations.
- To ensure that appropriate risk assessments are undertaken before sanctioning any potentially hazardous activity.
- Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.

### 5. Accountability

- To be accountable for the efficiency and effectiveness of the school to the CEO, the Governing Body and the wider SLT and others, including pupils, parents, staff and the local community.
- To provide information, objective advice and support to the Local Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money.

- To create and develop an organisation in which all staff recognise that they are accountable for the success of the school.
- To present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, governors, the Company Board, the local community, Ofsted and others, to enable them to play their part effectively.
- To ensure that parents and pupils are well-informed about the curriculum, attainment and progress and about the contribution that they can make to achieving the school's targets for improvement.
- To ensure that the school meets and maintains the standards for safeguarding under Section 175 of the 2005 Education Act.
- To be accountable for any such duties as may be reasonably required by the CEO and SLT.

## 6. Strengthening Community

- To build a school culture and curriculum which takes account of the richness and diversity of the school's community.
- To create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- To ensure learning experiences for pupils are linked into and integrated with the wider community.
- To ensure a range of community-based learning experiences and opportunities.
- To work in partnership with other agencies in providing for academic, spiritual, moral, social, emotional and cultural well-being of pupils.
- To seek opportunities to invite parents and carers, members of the community, business or other organisations into the school to enhance and enrich the school and its value to the wider community.
- To be able to contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- To co-operate and work with relevant agencies to protect children.
- To ensure that the school promotes effective links with the local community and continues the development of close liaison with other local schools, colleges and to ensure that the school offers appropriate extended services.

## 7. General

- To ensure compliance with GDPR and the Freedom of Information Act (2000).
- To respect confidentiality
- To work within Physis policies and procedures
- To participate and contribute to team meetings and to co-operate and liaise with colleagues across Physis.
- To support and encourage harmonious internal and external working relationships

