

## **Fairisle Infant and Nursery School**

### **Job description: Headteacher**



#### **Job details**

**Salary:** £64,143 - £73,559 (L18 - L24)

**Hours:** Full-Time

**Contract type:** Permanent

**Responsible to:** The Governing Body of Fairisle Infant and Nursery School

#### **Main purpose**

The headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community.
- Create a culture where pupils experience a positive and enriching school life.
- Establish and oversee systems, processes and policies so the school can operate effectively.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Make sure school improvement strategies are effectively implemented.
- Monitor progress towards achieving the school's aims and objectives.
- Allocate financial resources appropriately, efficiently and effectively.

#### **Qualities**

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the school community.
- Serve in the best interest of the school's pupils.
- Show tolerance of, and respect for, the rights of others, recognising differences and respecting cultural diversity within contemporary Britain.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths.
- Know, understand and act within the statutory frameworks which sets out their professional duties and responsibilities.

#### **Duties and responsibilities**

##### **School culture and behaviour**

The headteacher will:

- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.
- Create a culture where pupils experience a positive and enriching school life.

- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.
- Ensure a culture of high staff professionalism.

### **Teaching, curriculum and assessment**

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on an evidence-informed understanding of effective teaching and how children learn.
- Ensure teaching is underpinned by high levels of subject expertise.
- Ensure effective use is made of formative assessment.
- Ensure a broad, structured and coherent curriculum which sets out the knowledge, skills and values that will be taught.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics.
- Use valid, reliable and proportionate approaches when assessing pupils' knowledge and understanding of the curriculum.

### **Additional and special educational needs (SEN) and disabilities**

The headteacher will:

- Promote a culture and practices that enable all pupils to access the curriculum and learn effectively.
- Have ambitious expectations for all pupils with additional and special educational needs and disabilities.
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
- Make sure the school fulfils its statutory duties regarding the [SEND Code of Practice](#).

### **Organisational management**

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.

- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Ensure staff are deployed and managed well with due attention to workload.
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently.
- Ensure rigorous approaches to identifying, managing and mitigating risk.

### **Professional development**

The headteacher will:

- Ensure staff have access to high quality, sustained professional development opportunities.
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation.
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

### **Governance, accountability and working in partnership**

The headteacher will:

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Establish and sustain professional working relationships with those responsible for governance.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support.
- Establish and maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

For full details please refer to the role of Headteachers as defined by the National Standards for Headteachers and for conditions refer to School Teachers' Pay and Conditions 2021.