



Hook-with-Warsash C.E. Academy

Job description: headteacher

Main purpose

The headteacher will:

- Establish and sustain the school's Christian ethos and strategic direction together with the governing board and through consultation with the school community
- Maintain the clear vision of the school
- 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 these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively
- Maintain a holistic approach to education focusing on the academic, social and emotional development of the whole child
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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 interests of the school's pupils
- Lead by example with integrity, resilience and emotional intelligence
- Act as an ambassador for the Academy, maintaining its reputation locally and beyond

Duties and responsibilities

School culture and behaviour

The headteacher will:

- 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

- Ensure a culture of staff professionalism that allows staff to feel valued, supported and empowered to thrive
- Lead and deliver acts of Collective Worship in accordance with the school's Christian foundation and values
- 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
- Maintain a culture of ambition and excellence
- Maintain and further enhance the school's excellent reputation for high academic standards while at the same time championing a holistic approach with particular focus on social and emotional development
- Promote a nurturing, inclusive environment where every pupil is valued, supported and challenged to reach their full potential
- Promote pupils' spiritual, moral, social and cultural development through the curriculum and wider school activities
- Promote pupil leadership opportunities and a culture of high expectations and exemplary behaviour

Teaching, curriculum and assessment

The headteacher will:

- Champion creativity, curiosity and critical thinking in curriculum design and delivery
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured, innovative, engaging and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to 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 enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN 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 statutory duties regarding the SEND Code of Practice.

Managing the school

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Lead, support and inspire a dedicated staff team, encouraging innovation and professional growth whilst prioritising staff wellbeing
- Ensure the ongoing development and effective use of the school's extensive facilities, grounds and specialist areas

- Ensure efficient and effective use of financial, physical and human resources to support the Academy's strategic priorities

Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within, and beyond the school
- Seek training and continuing professional development to meet the needs of all staff members

Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- 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
- Work successfully with the governing body, parents, local church and Diocese, cluster/area schools and other community organisations ensuring effective communication and engagement
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Ensure compliance with statutory requirements are met including safeguarding, health and safety and financial management
- Be the school's accounting officer
- Driving the school's participation in community based events

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.
