



St Michael's C of E [controlled] Infant School
'Learning together with love at the centre'

HEADTEACHER Job Description

Introduction

The Headteacher of St Michael's C of E [controlled] Infant School is the role model for the community that they serve. It is their leadership that shapes the culture, ethos and values of the school and enables the Christian vision of the school to be realised. The Headteacher at St Michael's ensures high quality teaching and achievement together with enriched, positive, and safe experiences for all pupils. Together with the school Governing Body, the Headteacher is the custodian of the school.

The job description for the role of the Headteacher at St Michael's C of E [controlled] Infant School is defined by the Headteachers' Standards, the Nolan Principles for ethical standards in public life and the unique context and Christian Distinctiveness of the school.

Section 1: Ethics and Professional Conduct

The Headteacher of St Michael's C of E [controlled] Infant School will:

- i. Demonstrate consistently high standards of principled and professional conduct and ethics
- ii. Uphold public trust in school leadership
- iii. Serve in the best interests of the school's pupils
- iv. Know, understand, and act within the statutory frameworks which set out professional duties and responsibilities
- v. Uphold the obligation to give account and accept responsibility

Section 2: School Culture

The Headteacher of St Michael's C of E [controlled] Infant School will:

- i. Celebrate and champion the diversity, distinctiveness and the unique identity of the St Michael's community
- ii. Lead the school's vision and future direction in partnership with Governors, families, church and the wider community
- iii. Embed the Christian distinctiveness and values of the school where pupils experience a positive and enriching school life
- iv. Uphold ambitious educational standards for all pupils regardless of starting point or need which prepare them for their next phase of education and life
- v. Promote emotionally safe and inclusive learning environments built upon trust, routines and relationships
- vi. Ensure a culture where staff are valued and can flourish professionally
- vii. Continue to strengthen the school's partnership with church, home and community in line with the Growing Faith Foundation principles

Section 3: Teaching

The Headteacher of St Michael's C of E [controlled] Infant School will:

- i. Continue to build and sustain high-quality, expert teaching across all subjects and Key Stages
- ii. Ensure that teaching is evidence-informed, adaptive and ambitious for all learners
- iii. Ensure effective use is made of formative assessment to inform planning and teaching
- iv. Ensure the effective deployment and development of teaching assistants to maximise impact on pupil outcomes

Section 4: Curriculum and Assessment

The Headteacher of St Michael's C of E [controlled] Infant School will:

- i. Sustain a broad, creative and coherent curriculum that inspires curiosity and a love of learning
- ii. Ensure the curriculum reflects and embed the school's Christian distinctiveness and values
- iii. Continue to build effective curricular leadership, developing subject leaders with high levels of relevant expertise and knowledge
- iv. Have high ambition for all pupils and continue to improve outcomes in English and Mathematics
- v. Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

Section 5: Behaviour

The Headteacher of St Michael's C of E [controlled] Infant School will:

- i. Ensure relational and restorative approaches to behaviour rooted in consistency, compassion, rules and routines, which are understood clearly by all staff and pupils
- ii. Ensure that adults within the school model a relationship approach built on respect and understanding
- iii. Implement consistent, fair and respectful approaches to supporting behaviour whilst taking account that adaptation may be needed to meet the unique and individual needs of pupils
- iv. Work in partnership with parents/carers and professionals to consider the communicative function of behaviour so that the individual needs of pupils are understood and accommodated through adaptation and best endeavours

Section 6: Additional and Special Educational Needs and Disabilities

The Headteacher of St Michael's C of E [controlled] Infant School will:

- i. Continue to build an inclusive culture based on evidence-informed practice, including trauma and attachment
- ii. Ensure the school holds ambitious expectations for all pupils with additional needs and SEND and has practices that enable pupils to access the curriculum and learn effectively
- iii. Ensure the school works in partnership with parents, carers and professionals, to identify the additional need and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- iv. Ensure the school fulfils its statutory duties with regard to the SEND code of practice
- v. Continue to build strong partnerships with parents, carers and external agencies
- vi. Ensure the voice of the pupil is listened to, heard and taken account of when developing support plans, adaptations or considering transitions

Section 7: Professional Development

The Headteacher of St Michael's C of E [controlled] Infant School will:

- i. Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- ii. Build a professional learning community that encourages research and collaboration beyond the school as well as within it
- iii. Ensure that professional development opportunities draw on expert provision from beyond the school including nationally recognised career and professional frameworks and programmes
- iv. Take responsibility for their own continued professional development, engaging critically with educational research and making a positive contribution to the wider education system

Section 8: Organisational Management

The Headteacher of St Michael's C of E [controlled] Infant School will:

- i. Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- ii. Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- iii. Ensure staff are deployed and managed well with due attention paid to workload
- iv. Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- v. Ensure rigorous approaches to identifying, managing and mitigating risk

Section 9: Continuous School Improvement

The Headteacher of St Michael's C of E [controlled] Infant School will:

- i. Make use of effective and proportional processes to analyse and evaluate school performance and identify priority areas for improvement
- ii. Effectively use contextual information and professional knowledge to inform school self-evaluation and improvement planning
- iii. Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- iv. Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

Section 10: Working in Partnership

The Headteacher of St Michael's C of E [controlled] Infant School will:

- i. Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- ii. Work successfully with other schools and organisations in a climate of mutual challenge and support
- iii. Champion the school's work at the intersection of church, home and school
- iv. Work with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

Section 11: Governance and Accountability

The Headteacher of St Michael's C of E [controlled] Infant School will:

- i. Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- ii. Establish and sustain professional working relationship with those responsible for governance
- iii. Ensure that staff know and understand their professional responsibilities and are held to account
- iv. Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties