Post Title: HEAD TEACHER
Responsible to: Governing Board

Mission Statement

At Tower View we will make sure, through high quality provision and accessing learning through a range of settings and diverse opportunities, along with embracing the Outdoor Experience, our children achieve.

Statement of Purpose

As the leader of the school, the head teacher is responsible for inspiring, developing and leading the school's vision with all members of the school community and ensuring an environment for teaching that empowers staff and children to achieve their highest potential.

General duties

To carry out the duties of the head teacher as set out in the School Teachers' Pay and Conditions document and related guidance by:

- Leading by example, providing dynamic, consistent, and motivational leadership, ensuring the successful delivery of the vision, ethos and aims of the school.
- Sustaining wide, current knowledge and understanding of education and school systems locally, nationally, and globally, and pursue continuous professional development.

Key Responsibilities:

1. Shaping the future

- Ensures the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Works within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrates the vision and values in everyday work and practice.
- Motivates and works with others to create a shared culture and positive climate.
- Ensures creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensures that strategic planning takes account of the diversity, values and experience of the school.

2. Leading Teaching and Learning

- Takes the leading role in improving pupils' learning through a constant drive to raise the standards of teaching throughout the school.
- Rigorously monitor the school's data and benchmarks to identify the quality of teaching through evaluating pupils' progress.
- Ensures that learning is at the centre of strategic planning and resource management.
- Maintains creative, responsive and effective approaches to learning and teaching.
- Ensures a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrates and articulates high expectations and sets stretching targets for the whole school community.
- Implements strategies which secure high standards of behaviour and attendance.
- Determines, organises and implements a diverse, flexible approach to the curriculum and implements an effective assessment framework.
- Takes a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.

- Monitors, evaluates and reviews classroom practice and promotes improvement strategies.
- Challenges underperformance at all levels and ensures effective corrective action and follow-up.

3. Promoting continual professional development and working with others

- Promote and provide opportunities for the continuing professional development of all staff.
- Treats people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Builds a collaborative learning culture within the school and actively engages with other schools to build effective learning communities.
- Develops and maintains effective strategies and procedures for staff induction, professional development and performance review.
- Ensures effective planning, allocation, support and evaluation of work undertaken by teams and individuals,
- Ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledges the responsibilities and celebrates the achievements of individuals and teams.
- Develops and maintains a culture of high expectations for self and for others and takes appropriate action when performance is unsatisfactory.
- Regularly reviews own practice, sets personal targets and takes responsibility for own personal development.
- Manages own workload and that of others to allow an appropriate work/life balance.

4. Managing the Organisation

- Provides effective school management and continuously seeks to improve organisational policies and structures based on effective self-evaluation.
- Ensures that all safeguarding policies and procedures are in place and are acted upon by all staff and governors.
- Creates an organisational structure which reflects the school's values, and enables the management systems, structures, and processes to work effectively in line with legal requirements.
- Produces and implements clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensures that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
- Allocates, controls and manages the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruits, retains and deploys staff appropriately and manages their workload to achieve the vision and goals of the school.
- Implements successful performance management processes with all staff.
- Manages and organises the school premises and environment efficiently and effectively to ensure that it is used to enhance and meet the needs of the curriculum and health and safety regulations.
- Ensures that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide best value for money.
- Uses and integrates a range of technologies effectively and efficiently to manage the school.

5. Accountability

- Effectively fulfils commitments arising from contractual accountability to the Governing Board
- Maintains and develops a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensures individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Works with the Governing Board (providing information, objective advice and support) to enable it to meet its responsibilities.
- Develops and presents a coherent, understandable and accurate account of the school's performance to a range of audiences including Governors, parents and carers.

- Reflects on personal contribution to school achievements and takes account of feedback from others.
- Has oversight of the maintenance and development of the premises and grounds to ensure maximum practical use and that Health and Safety requirement are met.
- Allocates and monitors the school budget and ensure 'best value' across all areas

6. Strengthening Community

- Builds a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- Creates and promotes positive strategies for diversity.
- Ensures learning experiences for pupils are linked into and integrated with the wider community.
- Ensures a range of community-based learning experiences for all members of the school community.
- Collaborates with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Creates and maintains an effective partnership with all stakeholders (especially on site care providers, parents and carers) to support and improve pupils' achievement and personal development.
- Seeks opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributes to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operates and works with relevant agencies to protect children.

7. Safeguarding

- Responsible for promoting the welfare of all children and young people taking overall responsibility for their safety and welfare.
- Maintains an organisational culture which is vigilant to, monitors and prioritises the safeguarding of children and young people above all considerations.
- Co-operates and works proactively with relevant agencies to protect children.
- Monitors attendance to ensure that pupil lateness and absence is followed up rigorously.
- Continues to promote a culture of safety and e-safety.

The content of this job description maybe amended at any time following discussions between the Governing Board and the Head Teacher, and will be reviewed on an annual basis.