**Headteacher –All Saints Church of England Primary School**

**Job Description**

**Job Title:** Headteacher

**Salary:** Headteacher Group 2 – Range 15-21

**Job purpose:** To provide strategic leadership to the whole school community in the raising of educational standards for all pupils, in promoting their enjoyment and wellbeing as member of that community, and in promoting an ethos of pastoral care, high aspirations and the realisation of everyone’s potential.

**Responsible for:** All teaching and support staff

**Responsible to:** The Governing Board

**Key Accountabilities:**

You are required to carry out the duties of a Headteacher as set out in the school’s Ethos Statement (contained in the Instrument of Government) and with the terms and conditions of the current School Teachers’ Pay Conditions Document. The Headteacher’s role involves:

1. Ensuring that the school’s aims and ethos represent the aspirations and intentions of the Governing Board to promote education within a Christian context for the pupils.
2. Ensuring that the school’s aims are implemented through the totality of its life: worship, curriculum, pastoral structures, leadership and management, financial control, relationships both external and internal extra-curricular activities etc.
3. Working with *and accountable* to the Governors in all aspects of the leadership and management of the school.
4. Working with *and accountable* to the Governors for the delivery of a high quality of education provision for all pupils and for monitoring and evaluating its intent, implementation and impact.
5. Taking overall responsibility on behalf of the Governors for the development and implementation of the school’s budget and financial planning and management
6. Taking responsibility on behalf of the Governors for ensuring high quality teaching and learning throughout school.
7. Taking overall responsibility on behalf of the Governors for pupil’s personal development, behaviour and attitudes.
8. Acting as the Governors’ main channel for liaison with the Lichfield Diocesan Board of Education and the Local Authority. Representing the school’s needs and concerns seeking support for the school.
9. Administering the school’s Admissions Policy, as agreed with Governors.
10. The oversight and maintenance of the school website.
11. Ensuring efficient and effective deployment of staff and resources.
12. Taking overall responsibility with the Governors for the planning, development and stewardship of the school’s environment, buildings, plant and equipment.
13. Taking overall responsibility with the Governors for the fostering of good relationships between the school and parents/carers, and, on behalf of the Governors for the school’s relations with the Local Authority and the wider community.
14. As a matter of routine the following tasks are undertaken by the Headteacher:

* Attendance at Governors’ meetings and committees
* Attending and chairing Leadership Team meetings
* Organising and managing procedures and interviews for the selection and promotion of staff
* Taking responsibility for staff development and performance management
* Leading the worshipping life in school.