

Job Title:	Head teacher – Job Description		
School:	Goodmayes Primary School	Salary Range	L21 – L27

General Duties

- To carry out the duties and responsibilities of a Head teacher as set out in the School teachers' Pay and Conditions

Specific Duties

- To continue to develop outstanding teaching and learning throughout the school.
- To lead strategic and curriculum planning so that the whole school community is inspired, challenged and motivated.
- To lead the School Improvement Plan through the Self Evaluation process in order to continue to raise the quality of learning, teaching and assessment to enable all pupils to achieve their full potential.
- To manage Pupil Premium, SEND, Safeguarding and UK Data Protection Law effectively.
- To continue to develop the skills of leaders so all members of staff monitor and evaluate pupils' learning and progress across each year and key stage, in order to take well-focused action.
- To maintain and extend continuing professional development opportunities within the school framework, ensuring all staff focus on pupil progress and on the raising of attainment.
- To actively promote equal opportunities and diversity and ensure a cohesive culture across the whole school community.
- To ensure that all pupils have access to a broad, balanced, imaginative and challenging curriculum that encourages pupil independence.
- To ensure that all policies are implemented and monitored effectively in all aspects of school life.
- To maintain high expectations for pupil guidance, support and welfare.

- To ensure high standards of behaviour throughout the school.
- To ensure the development of pupils' personal emotional and social growth.
- To work pro-actively and in partnership with the Governing Body to ensure it is effective.
- To continue to develop and broaden the role of the school within the local and wider community.
- An awareness of how new technology can support teaching and learning in the school.

The Organisation and Management of the School

- To manage all financial resources and exercise sound budgetary control across all areas of the school.
- To generate additional income through available funding streams and bid opportunities.
- To appoint and manage all staff; ensuring their professional development through the Appraisal process.
- To work with Governors and the school community to maintain and improve our expanding school so that it provides a welcoming, stimulating and safe environment.
- To work in partnership with families and value the crucial role that they play in their child's learning.

Accountability

- To provide high quality information to Governors to ensure that they are aware of all relevant school matters including safeguarding and pupil achievement.
- To ensure all safeguarding policies and procedures are in place, followed, monitored, updated regularly and rigorously applied.
- To lead the whole school community in fulfilling the aims and ethos of the school.

- To ensure the school meets its responsibility for HSE.
- To be held accountable to the GB and maintain a positive relationship with the Chair of Governors as a critical friend.