



Job Description for Headteacher

Salary: L30-36

Contract type: Full time, permanent

Reports to: Chair of Governors

Job Purpose

The Headteacher of DSHS School will work with the governing body, staff, parents, students, the wider community, and the local authority to provide vision, professional leadership and strategic direction. The Headteacher will further develop a culture that promotes excellence, equality and high expectations for all within the strong ethos of the school.

The Headteacher will carry out the professional duties of a Headteacher as described in the School Teachers' Pay and Conditions Document 2022 and further delineated in the 2020 Headteacher Standards. In the context of the principles of ethical leadership, it is expected that the Headteacher will model all that is expected of others and create a culture that empowers all to be the best they can be.

Key Aspects of the Role

Strategic Direction

Critical to the role of the Headteacher is having a clear plan for improvement that inspires, motivates, and empowers students, staff and all members of the school community. Its key aim will be the raising of standards of achievement and attainment through decisions and actions which have the best interest of every student at their heart.

School Culture

- Build a shared vision for the school by engaging with governors, students, parents and community stakeholders to generate enthusiasm and support
- Devise and implement a Strategic Plan for the further development of the school
- Ensure school-wide priorities are consistently and effectively implemented
- Develop an ethos that raises achievement and aspiration and provides first class opportunities for students
- Challenge, motivate and empower staff and students to attain ambitious outcomes
- Encourage innovation to support successful ways of working and learning
- Develop, implement and review the school's policies appropriate to the delegated areas of responsibility
- Ensure an environment which is conducive to the school's aspirations and continue to seek out opportunities to secure funding that improves and enhances the site and its facilities



Teaching, Curriculum, and Assessment

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Establish and sustain high-quality teaching across all subjects, built on informed understanding of effective teaching and how students learn
- Ensure a structured, challenging, and coherent curriculum for all students, which builds upon work in the Middle Schools, prepares all students for their post-16 education and life beyond school
- Establish effective curricular leadership through expert subject leaders who have access to professional networks and who can manage the workload of their teams
- Develop and review systems to ensure accurate evaluation of school performance, progress data and actions to secure improvements
- Lead the processes involved in evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality

Behaviour

- Maintain an ethos based on the school's values and mantra of 'Have a Mind to be Kind'
- Sustain and further develop high expectations of behaviour, built on relationships, regulations and routines understood by staff and students

Additional and Special Educational Needs and Disabilities

- Develop an inclusive and supportive approach so that the school is a place where all young people feel welcome and have their needs met
- Establish and sustain a culture and practice that enables all students to access the curriculum and learn effectively
- Work effectively with parents and professionals to identify and provide appropriate support for the additional and special educational needs and disabilities of students
- Ensure the school fulfils its statutory duties under the SEND code of practice

Professional Development

- Motivate and enable all staff to carry out their roles to the highest standard through high quality continuing professional development based on assessment of needs
- Plan and provide a high standard of professional development for all staff
- Ensure safeguarding training and relevant qualifications are kept up to date for all staff
- Ensure that trainee and early years teachers are appropriately trained, monitored, supported, and assessed in relation to the standards for QTS and Induction
- Promote teamwork and motivate staff to build and operate within constructive working relationships
- Consider staff wellbeing in seeking the best possible outcomes for students



Operational Management

- Lead by example and be personally visible and committed to the values of the school
- Develop and lead a dynamic and innovative senior leadership team
- Effectively manage a budget which is diminishing in real terms
- Ensure staff are deployed and managed well within a clear performance management framework with due attention to workload
- Ensure the school's environment is of a high standard
- Secure effective use of human, financial, technological and other resources
- Ensure the school meets all legal, safeguarding and health and safety requirements
- Be responsible for standards of safeguarding and welfare of children and young people
- Design and maintain rigorous approaches to identifying, managing and mitigating risk

Continuous School Improvement

- Challenge and consider educational beliefs in the best interests of achieving excellence, harnessing the findings of well-evidenced research
- Develop a model of student involvement that ensures effective student engagement in and contribution to the success of the school
- Ensure accurate self-evaluation clearly informs the targeting of areas for improvement

Working in Partnership

- Forge constructive partnerships beyond the school so that DSHS continues to be outward-facing and expands the horizons of students and staff
- Work closely with pyramid schools to develop a strong culture of achievement and success across the town and its surrounding villages

Governance and Accountability

- Work with Governors in supporting them to meet their responsibilities
- Ensure all staff have clearly defined responsibilities and accountabilities
- Build on existing robust managerial and financial procedures that ensure the school can operate successfully as a business
- Secure accurate self-evaluation and rigorous quality assurance procedures
- Secure compliance with all regulatory requirements such as GDPR
- Ensure the current and future financial stability of the school through short, medium, and long-term financial planning and decision-making
- Establish mechanisms for reporting to all key stakeholders at agreed intervals

Equality of Opportunity

- As an employer we are committed to equal opportunities. We positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin, nationality, sexual orientation, gender identity, marital status, religion, trade union activity, age and/or medical condition. Your personal details will be dealt with in accordance with our Data Protection Policy, available on our website.



Note: Job Descriptions are not exclusive or exhaustive and the nature of the Headteacher's position entails other duties. Inherent in this post is the flexibility to meet the evolving needs of the school. The post holder will be expected to adopt a responsive attitude to the duties and hours to meet deadlines and deliver key objectives