



## **West Sussex County Council: Job Description**

<b><u>SCHOOL:</u></b>	Queen Elizabeth II Silver Jubilee School
<b><u>POST:</u></b>	Headteacher
<b><u>RESPONSIBLE TO:</u></b>	Governors of the school and The Local Education Authority
<b><u>RESPONSIBLE FOR:</u></b>	All teaching and non-teaching staff of the school

### **GENERAL PROVISIONS:**

The job description is to be performed in accordance with the provision of the School Teachers' Pay and Conditions Document and within the range of the Headteacher's duties set out in that document.

The particular duties assigned to this post are set out below. These may be reviewed and amended in consultation with the post-holder in the light of any changes in the requirements and priorities within the school.

### **MAIN PURPOSE**

The Headteacher will lead, develop and manage the school in order that the pupils attain the highest possible education standards within the context of a caring community.

### **MAIN DUTIES**

#### **Leading:**

- 👑 the full realisation of the school's aims
- 👑 the process of bringing a vision of the school into consistent practice
- 👑 the process of initiating and managing change and development in the school, particularly in relation to the changing nature of special education provision
- 👑 through daily practice, the staff in helping each pupil reach full potential
- 👑 by example, as a teacher, and by demanding the highest standards of behaviour
- 👑 the staff as a team in its work, based on consultation and consensus
- 👑 staff and others in monitoring the school development plan
- 👑 by being fair and constructive when effecting discipline towards both pupils and staff
- 👑 by maintaining and building upon the caring ethos within the school
- 👑 by ensuring pupils are safe and well cared for as the designated safeguarding lead.

## Planning:

- 👑 the organisation of physical, human, temporal and financial resources in consultation with relevant parties
- 👑 the organisation, development and implementation of daily acts of worship
- 👑 opportunities for all involved in the life and work of the school to fulfil their potential and enjoy a rewarding experience during their time there
- 👑 together with the Governors, the selection and appointment of such staff as may be necessary
- 👑 the suitability of the premises to meet the changing needs of the school, and making arrangements for the security and effective supervision of the school buildings and their contents, and reporting maintenance requirements and other needs to the appropriate authority

## Supporting:

- 👑 the pupils to meet their collective and individual needs
- 👑 the staff in their personal, professional and career development, and implementing appraisal procedures agreed by the school, LEA and national initiatives
- 👑 parents
- 👑 the governing body, the governors as individuals and within working groups in their work with the school, through information and advice, and participating in the selection and appointment of the teaching and non-teaching staff of the school.







## Developing:

- 👑 a style and structure of management which is based upon consensus
- 👑 a curriculum which, in addition to statutory requirements strives to meet the needs of each pupil, paying particular attention to each pupil's special needs, respect for equal opportunities, and cross-curricular links which will allow all pupils to widen their experience and develop their potential
- 👑 an attractive, secure and stimulating learning environment for pupils, and for all staff to work in
- 👑 a welcoming ethos and environment for visitors
- 👑 the range of accredited courses which are taught within the school
- 👑 the involvement of pupils with local businesses and industry, also the community at large.



## Motivating:

- 👑 pupils through high quality of teaching, and daily contact in classes and assemblies
- 👑 staff to be involved in school developments over as wide a field as possible, and to set themselves the highest possible standards
- 👑 parents to share with the school their concerns for their own children's development
- 👑 self, through meetings, courses and further professional development.



### **Communicating:**

-  with pupils effectively
-  with staff to ensure full sharing of information and participating in decision making
-  with parents to ensure that they have all relevant information and to ensure that the school's aims are constantly reinforced
-  with other schools to ensure progression and continuity for the pupils and good community relations
-  with external agencies for the security and benefit of the pupils
-  with the LA to ensure statutory requirements are fulfilled and that good professional advice is received

### **Evaluating, Monitoring and Reviewing:**

-  all the changes that occur in the continually developing school and the process of management that brings them about
-  the standards achieved by pupils throughout the school setting targets for improvement

### **Involving:**

-  self in the community at large including local business and other local schools
-  self in ensuring that pupils have the opportunity to get involved in sport and music.