



## **Ribston Hall High School**

### **Job description – Head Teacher**

**Salary:** L29-35

**Hours:** Full Time

**Contract type:** Permanent

**Reporting to:** Chair of Trustees

### **Main purpose**

The headteacher will provide ambitious, creative, inspirational and visionary leadership to champion the needs of our school community, with core responsibility for Teaching & Learning, Curriculum and Staff development and ensuring a safe and happy environment within the school.

This will include;

- Working with the governing board to identify strategies that are realistic, timely and suited to the school's context.
- Ensuring the agreed strategic direction is effectively driven and monitored.
- Leading through high expectation aspiration and innovation, able to inspire others, challenge mediocrity and address underperformance.
- Enabling students to achieve their maximum academic potential.
- Ensuring all staff and financial resources are appropriately, efficiently and effectively allocated.
- Establishing and overseeing systems, processes and policies for the most effective running of the school.
- Ensure rigorous approaches are in place to identify, manage and mitigate risk.

### **Ethics, Qualities and Professional Conduct**

The headteacher is required to:

- Build relationships rooted in mutual respect and at all times observe proper boundaries appropriate to their professional position.
- Show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain.
- Uphold fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Ensure personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law.
- Conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen.
- Uphold their obligation to give account and accept responsibility.
- Know understand and act within the statutory frameworks which set out their professional duties and responsibilities.
- Take responsibility for their own continued professional development, engaging critically with educational research.
- Make a positive contribution to the wider education system.
- Demonstrate consistently high standards of behaviour and professional conduct in line with the DfE Headteachers Standards.

## Duties and responsibilities

### Cultural and Strategic Leadership

- Ensure a safe environment exists for all members of the school community.
- Ensure safeguarding policies and procedures are in line with current Keeping Children Safe in Education guidance and that these are fully understood and implemented by all staff.
- Actively promote the safeguarding and wellbeing of students and staff on site and when involved in school activities.
- Create a culture where pupils experience a positive and enriching school life.
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.

### Teaching, curriculum and assessment

- Establish and sustain high-quality teaching and learning across all subjects and phases, based on the latest evidence.
- Ensure teaching is underpinned by subject expertise.
- Effectively use formative assessment to inform strategy and decisions.
- Ensure the teaching of a broad, structured and coherent curriculum which is continually assessed against its impact on learning and progress.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Setting high standards of academic process.
- Promote a culture and practices that enables all pupils to access the curriculum.
- Have ambitious expectations for all pupils including pupil premium students and those with SEN and disabilities.
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate and ensuring the school fulfils statutory duties regarding the SEND Code of Practice.
- Ensure that classroom practice and standards of teaching are effectively monitored with excellence celebrated and underperformance challenged.

### Managing staff and their Professional development

The headteacher will:

- Lead the school with a moral purpose and manage staff with empathy and kindness with due attention to workload.
- Build and lead the Senior Leadership team to deliver sustainable and effective management for the school.
- Instill a strong sense of accountability in staff for the impact of their work on student outcomes.
- Ensure effective fair & transparent appraisal systems and processes are in place.
- Ensure staff have access to appropriate, high standard professional development opportunities drawing on experts both within, and beyond the school.
- Ensure training and continuing professional development is effectively planned, delivered and evaluated.
- Utilise expertise of staff to support others both within the school and externally.
- Keep up to date with development in education.

## **Governance, accountability and working in partnership**

The headteacher will:

- Understand and welcome the role of effective governance and actively support Trustees.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Exercise strategic financial planning to ensure the appropriate staffing structures and equitable deployment of budgets and resources in the best interest of students' achievements and the school sustainability are in place.
- Work successfully with other schools and organisations and build the reputation of the school ensuring it is represented positively in the community.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

### **Notes**

The postholder may be required to carry out other duties and responsibilities in keeping with the nature of this post as directed by and agreed with the trustees.

Whilst every effort has been made to outline the key duties and responsibilities of this post, this document does not specify every item in detail.