

# **HAZRAT KHADIJATUL KUBRA GIRLS SCHOOL**

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

## **HEAD TEACHER - JOB DESCRIPTION**

### **1. Job Purpose**

To be responsible for the internal organisation, management and control of the school.

### **2. Duties and responsibilities**

#### **2.1 General**

- To undertake the professional duties of a Head Teacher.
- To act in accordance with all statutory legislation affecting the conduct of the school, such as: safeguarding, health and safety, recruitment employment rights (this list is not exhaustive).
- To undertake any other duties which maybe requested by the Trustees from time to time in fulfilling the role of a Head Teacher.

#### **2.2 Specific**

Work in close partnership with the Trustees, LA, SLT, colleagues, parents and appropriate external agencies to ensure that the school's vision and strategic plans are effective and relevant to the school and its community.

This includes:

##### **2.2.1 Strategic Direction and Development of the School**

The Head Teacher will work with the Trustees and others to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the school community.

The Head Teacher will:

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.

- Ensure the school policies and practices take account of national, local and school data, and inspection reports.
- Demonstrate vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and a positive climate.

### 2.2.2 Leadership and Strategic Development

The Head Teacher will work with the Trustees and others to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the school community.

The Head Teacher will;

- Provide strategic leadership that secures the delivery of high standards of attainment and personal development for all pupils and staff.
- Provide leadership in the development of innovative teaching and learning and extended community activities.
- Ensure that all statutory requirements are met.
- Demonstrate vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and a positive climate.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experience of the school and community at large.

### 2.2.3 Managing the Organisation

The Head Teacher will provide effective management of the school and continuously seek to improve organisational structures based on self-evaluation.

The Head Teacher will;

- Take responsibility for safeguarding and promoting the welfare of children.
- Create an organisational structure, which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.

- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources are monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.
- Advise the Trustees on the annual priorities and formulation of the budget to ensure that the school achieves its objectives.

#### 2.2.4 Leading Learning and Teaching & Assessment for Learning.

The Head Teacher has responsibility for raising the quality of teaching and learning. This involves high expectations, maintaining and evaluating outcomes and establishing a successful learning culture which will impact on pupils' achievement.

The Head Teacher will:

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every students learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive and effective approaches to learning and teaching.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Implement strategies which secure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum and implement.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge under-performance at all levels and ensure action is taken to secure improvement.

#### 2.2.5 Developing Self and Working with Others

Effective communication and relationships are key to effective headship. The Head Teacher needs to build a professional learning community which enables others to achieve.

The Head Teacher will:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.

- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- In partnership with the Trustees, lead the selection, appointment, deployment and management of high-quality staff to ensure that effective learning takes place throughout the school.
- Create, maintain and enhance effective working relationships with staff, including consultation with professional associations, as appropriate.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance management.
- Arrange for a Deputy Head Teacher or other suitable person to assume responsibility for the discharge of functions as Head Teacher anytime he/she is absent from school.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others.
- Regularly review own practice and achievements, set personal targets and take responsibility for own personal development. Take account of feedback from others.
- Manage own workload and that of others to allow an appropriate work/life balance.

#### 2.2.6 Securing Accountability

With values at the heart of leadership, the Head Teacher has a responsibility to the whole school community and is accountable to a range of groups particularly pupils, parents, carers and the Trustees.

The Head Teacher will:

- Take responsibility for establishing and monitoring the systems and culture of the school to promote and safeguard the welfare of young people.
- Fulfil commitments arising from contractual accountability to the trustees.
- Develop a school ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcome.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the Trustees (providing information, objective advice and support) to enable them to meet their responsibilities for securing effective teaching and learning and improved standards of attainment and for achieving efficiency and value for money.
- Advise Trustees on all matters in relation to the admissions of pupils.

- Reflect on personal contribution to school achievements and take account of feedback from others.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including trustees, parents and carers.

### 2.2.7 Relationships with parents and the wider community

The Head Teacher should engage with the internal and external school community to secure equity and entitlement and collaborate strategically and operationally with a wide range of partners to bring positive benefits.

The Head Teacher will:

- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Ensure that parents, carers and pupils are well-informed about the curriculum, attainment and progress, and about the contribution that they make to achieve the school's targets for improvement.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operate and work with relevant agencies to protect children.
- Continue to promote and support the community ethos of the school.
- Ensure the school reflects a culturally inclusive ethos, which actively values and promotes diversity, unity and community cohesion, and supports pupils to become successful integrated citizens.

### 3 Line Management

Responsible for the supervision of all staff employed in the school.

### 4 Conditions of employment

These will be agreed and set out in a contract of employment.

### 5. Review and Amendment

5.1 This job description is normally subject to annual review. It may be amended at the request of the Trustees or the Head Teacher but only after full consultation between them. It will be amended and signed if agreement is reached.

6. Complaints

6.1 If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.