

# Houghton Primary School

*Working hard to achieve our best*

## **Headteacher Job Description**

The Headteacher will provide visionary, professional and inspirational leadership, building on the school's ethos to secure continuous improvement and high standards. They will ensure a safe, nurturing and inclusive environment where every child can participate, learn, enjoy and achieve.

## **Principal Accountabilities**

### **Strategic Leadership and School Development**

- Provide clear strategic direction, shaping the future vision and priorities of the school.
- Work collaboratively with governors, staff and stakeholders to develop and implement the School Development Plan.
- Translate vision into achievable objectives and operational plans.
- Lead change effectively, ensuring innovation, inclusion and value for money.

### **Leadership and Management**

- Lead by example, promoting a culture of high expectations, integrity and accountability.
- Advise and support the Governing Body in fulfilling its statutory duties.
- Ensure policies and practices are informed by evidence, data and self-evaluation.
- Monitor and evaluate school performance and report regularly to governors.

### **Teaching and Learning**

- Provide outstanding leadership of teaching and learning across the school.
- Ensure high expectations, effective monitoring and continuous improvement in pupil outcomes.
- Maintain a broad, balanced and inclusive curriculum that meets the needs of all pupils.
- Contribute to teaching where appropriate.

### **Curriculum, Pupils and Safeguarding**

- Ensure systems are in place to monitor pupil progress, attainment and wellbeing.
- Promote high standards of behaviour, inclusion and equality of opportunity.
- Safeguard and promote the welfare of all children.
- Improve life chances by recognising and addressing individual needs.

### **Staff Leadership and Development**

- Recruit, develop and retain high-quality staff.
- Lead performance management and appraisal processes.

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- Promote staff wellbeing and a healthy work-life balance.
- Support continuous professional development for all staff.

## **Management of Resources**

- Take overall responsibility for the effective use of financial, human and physical resources.
- Ensure the school provides value for money and operates efficiently.
- Maintain a safe, secure and well-managed learning environment.

## **Accountability**

- Ensure clear accountability at all levels across the school.
- Provide accurate reporting on school performance to governors and stakeholders.
- Fulfil statutory responsibilities to the Local Authority and Department for Education.

## **Communication and Community Engagement**

- Build strong partnerships with parents, carers, governors and the wider community.
- Promote the school within the local community, including links with the parish and local organisations.
- Work collaboratively with other schools and agencies to enhance provision.
- Encourage parental involvement in children's learning and school life.