



# Filey Junior School

**Widening horizons and reaching our potential. Respecting the world and each other.  
A happy, healthy and positive learning community**

## **HEADTEACHER JOB DESCRIPTION**

### Statutory

1. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.
2. To work within the National Standards for Headteachers as published by the DfE.
3. To seek to achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Board in accordance with the requirements set out in the agreed School Teachers' Pay and Conditions Document.
4. To promote and safeguard the welfare of all children and young people within the School, by ensuring that the School's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

The School's Governing Board wish a particular emphasis to be placed upon the following:

1. To raise standards across the school with particular reference to academic performance in Mathematics and Literacy, so that all pupils achieve to the very best of their ability.
2. To lead in the provision of and delivery of excellent learning and teaching through clear and focussed Teaching & Learning Policy and procedure.
3. To establish a vision for the school that promotes the shared values of all stakeholders. To communicate and to lead by example on how the vision can be realised.
4. Develop a clear and concise plan for school improvement and to lead the staff and Governing Board to implement, review and evaluate the impact of the School Development Plans.
5. To further develop and extend partnership working with local infant school and secondary schools.
6. To establish a reflective culture through a process of rigorous self-evaluation, including quality assurance and performance management at all levels.
7. To develop, inspire and motivate staff, providing relevant CPD opportunities, in order to deliver high quality education and thereby raise standards across the school.
8. To ensure staff well-being and work-life balance are suitably catered for.
9. To develop the provision for pupils with complex learning, social and emotional needs, ensuring an inclusive and understanding environment where they can thrive.

This Job Description may be amended at any time after consultation with the post holder and will be reviewed annually.

