



Headteacher Job Description

Blatchington Mill School

Autumn 2021

This job description is based on the [National Headteachers' Standards, 2020](#) and has been written for the recruitment and first year in post of the school's new, substantial headteacher.

It is envisaged that, toward the end of the Headteacher's first year, this Job Description will be updated to reflect the precise needs of the school at that point.

Main Purposes of the Job

To provide professional leadership for the school which secures its success and improvement, ensuring high quality education which inspires and motivates its students and improves standards of learning and achievement. To work with and through others to secure the commitment of the wider community to the school.

1. School culture

- a) establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance, with the Local Authority and through consultation with the school and wider community
- b) create a culture where students experience a positive and enriching school life
- c) uphold ambitious educational standards which prepare students from all backgrounds for their next phase of education and life
- d) promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- e) ensure a culture of high staff professionalism

2. Teaching

- a) establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how students learn
- b) ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines, including personal, social and health education
- c) ensure effective use is made of formative assessment

3. Curriculum and assessment

- a) ensure a broad, structured and coherent curriculum intent which sets out the knowledge, skills and values that will be taught



- b) establish a curriculum which is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning and employment
- c) establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- d) ensure compliant, valid, reliable and proportionate approaches are used when assessing students' knowledge and understanding of the curriculum

4. Behaviour, attitudes and personal development of students

- a) establish and sustain high expectations of behaviour for all students, built upon relationships, rules and routines, which are understandable for all staff, students, parents, carers and other stakeholders
- b) ensure high standards of student behaviour and courteous conduct in accordance with the school's behaviour policy
- c) implement consistent, fair and respectful approaches to managing behaviour
- d) ensure that adults within the school model and teach the behaviour of a good member of society and the community
- e) devise and implement effective strategies for high attendance and punctuality of students
- f) ensure the wider curriculum at Blatchington Mill School supports students to develop their character – including their resilience, confidence and independence – and help them know how to keep physically and mentally healthy
- g) ensure the school prepares students for future success in their next steps

5. Additional and special educational needs and disabilities

- a) ensure the school holds ambitious expectations for all students with additional and special educational needs and disabilities
- b) establish and sustain culture and practices that enable students to access the curriculum and learn effectively
- c) ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of students, providing support and adaptation where appropriate
- d) ensure the school fulfils its statutory duties with regard to the SEND code of practice

6. Professional development

- a) ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- b) prioritise the professional development of staff, ensuring effective planning, delivery and evaluation



- c) ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

7. Organisational management

- a) promote and nurture the protection, safety and wellbeing of students and staff through effective approaches to safeguarding as part of the duty of care
- b) prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- c) ensure staff are deployed and managed well with due attention paid to workload
- d) establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- e) ensure rigorous approaches to identifying, managing and mitigating risk

8. Continuous school improvement

- a) promote and engender a positive culture of continual improvement, where successes are recognised and nurtured
- b) make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- c) develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- d) ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

9. Working in partnership

- a) forge constructive relationships beyond the school, working in partnership with parents, carers, the Local Authority and the local community
- b) commit Blatchington Mill School to work successfully with other schools and organisations in a climate of mutual challenge and support
- c) establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all students

10. Governance and accountability

- a) understand and welcome the role of effective governance, upholding the obligation to give account and accept responsibility
- b) establish and sustain professional working relationship with those responsible for governance



- c) ensure that staff know and understand their professional responsibilities and are held to account
- d) ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Post Holder Name

Post Holder Signature

Date

Blatchington Mill School is committed to safeguarding our students and we expect all staff and volunteers to support this commitment.