



# Stepney All Saints School

We Learn Together | We Pray Together | We Achieve Together

| JOB DESCRIPTION                    |               |                                      |
|------------------------------------|---------------|--------------------------------------|
| <b>Post Title:</b><br>Head teacher | <b>Grade:</b> | <b>Date Issued:</b><br>February 2024 |

The job description should be read in connection with the duties of a Headteacher as set out in the current School Teachers' Pay and Conditions Document.

## Key Responsibilities and Duties

- Provide vision, leadership and direction.
- Secure and sustain outstanding teaching and learning. Promote excellence, equality and the highest expectations for all students.
- Promote the social and cultural development of all students in a liberal, tolerant and respectful environment.
- Evaluate the school's performance and identify priorities for continuous improvement. Be accountable for deploying resources to achieve the school's aims.
- Ensure that the day to day management, organisation and administration is carried out effectively. Create a safe and productive learning environment which is engaging and fulfilling for all its students.
- Work effectively and cooperatively with the Governing Body, the Portal Trust and the London Diocesan Board for School.
- Maintain and develop the Voluntary Aided ethos of a Church of England School and encourage an atmosphere that deeply respects all faiths and none.
- Value the history and diversity of the local communities served by the school.

## Strategic Direction and Development

- Provide inspiring and purposeful leadership for the staff and students.
- To work in partnership with the governing body, staff, parents and carers generating the ethos and values which will underpin the school.
- Use data to create, implement, monitor and review a Development Plan which will secure continuous school improvement.
- To monitor and evaluate the performance of the school and respond and report to the governing body as required.
- To ensure that management, finances, organisation and administration of the school supports its vision and aims.



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- To ensure that school policies and practices take account of national, local and school requirements. To monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.
- To ensure that all those involved in the school are committed to its aims and motivated to achieve them.
- To manage and review the admission selection processes that operate and report to the governors admission panel as required

## Teaching and Learning

- To continue to maintain an environment that promotes and secures high quality teaching, effective learning, high standards of achievement and good behaviour.
- To determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- To ensure that students develop study skills in order to learn more effectively and with increasing independence
- To keep under constant review the ways of supporting the good mental health of all students
- To monitor and evaluate the quality of teaching and learning and standards of achievement of all students in the school through appropriate methods.
- To continue to maintain an effective partnership with parents, carers and the wider community to support and improve students' achievement and personal development
- To promote extra-curricular activities in accordance with the educational aims of the school.

## Leading and Managing Staff

- To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- To implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting, as well as monitoring of staff well-being.
- To participate in the arrangements made in accordance with the regulations for performance management and threshold assessment.
- To attend to and participate in the continuing professional development of the role of Headteacher.

## Efficient and Effective Deployment of Staff and Resources

- To make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
- To set appropriate priorities for expenditure, allocation of funds and effective administration and control within a balanced budget.
- To manage and organize the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- To work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.



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- To manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve students' achievements, ensure efficiency and secure value for money.

## **Accountability**

- To continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school.
- To present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the LA, the local community and OFSTED.
- To ensure that parents, carers and students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- To carry out any such duties as may be reasonably required by the Governing Body.

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## **Equal opportunities statement**

Adhere to the School's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

## **Child protection**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

## **Commensurate statement**

Undertake any other reasonable duties commensurate with the role as determined by the Headteacher.

This job description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time involving appropriate consultation with the postholder.

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**Signed Postholder** \_\_\_\_\_ **Date** \_\_\_\_\_

(PRINT NAME & SIGN)

**Signed Heateacher** \_\_\_\_\_ **Date** \_\_\_\_\_