



South Gosforth First School

Head Teacher Job Description and Personal Specification

Job Description

Job details

Job title: Head Teacher

Salary: Range: 15 - 21

Contract type: Full time/Permanent

Reporting to: Chair of Governors and the Directors of Gosforth Schools Trust

Responsible for: All teaching and non-teaching staff within school

Main purpose

The Head Teacher will:

- Formulate the aims and objectives of the school and provide overall strategic leadership
- Establish policies for achieving these aims and objectives
- Manage staff and resources to that end
- Monitor progress towards the achievement of the school's aims and objectives
- Lead by example and model best practice regarding professional conduct, workload and personal development
- Be a role model for all in our community
- Be an active member of the Gosforth Schools Trust

Duties and responsibilities

Qualities and knowledge

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally

- Work with political and financial astuteness, translating policy into the school's context
- Communicate the school's vision compellingly and drive strategic leadership
- Seek training and continuing professional development to meet own needs

Pupils and staff

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice

Systems and processes

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Welcome and work with the governing board as appropriate, providing the information it needs to govern effectively
- As an active member of the Gosforth Schools Trust work closely with the Head Teacher's network and Board of Directors to drive improvements in teaching and learning to benefit the outcome for all pupils.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

The self-improving school system

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- As an active member of the Gosforth Schools Trust work closely with the Head Teacher's network and Board of Directors to drive improvements in teaching and learning to benefit the outcome for all pupils.

- Model innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

The Head Teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head Teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.