



All things are possible if you believe Mark 9:23

Job Description

Professional Leadership. Management. Responsibility. Capability. Drive.

Mottam Church of England Primary School is situated in an amazing setting surrounded by rolling hills and countryside. We are a five-class primary school with 130 children, where staff, governors and parents work closely together to ensure our children have the best possible start to their school career.

At the heart of our small school is a family. We encourage children to show compassion for others and to embrace our deeply rooted theological Christian vision and the love of Jesus.

The core purpose of the Headteacher role is to provide professional leadership and management of the school, which will promote a secure foundation from which to deliver the School's Vision.

The Headteacher will ensure the safety of children and staff through robust and effective child protection and safeguarding procedures.

Through partnerships with the Diocese, local authority, local schools and other agencies, the Headteacher will play a key role in improving standards across the school to result in better outcomes for all groups of pupils in their intellectual, spiritual, moral, social and cultural development.

The Headteacher will take responsibility for the internal organisation and day-to-day management of the school and for developing and promoting the wider role of the school within the local community.

Shaping the Future

- *Work with the staff and Governing Body to formulate and build upon our strategic development plan, which identifies priorities and targets for school improvement, and underpins all with sound financial management and a range of data*
- *Establish commitment to a shared vision of improvement for the school's continuing future*
- *Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all*
- *Work with the school community to translate the vision into agreed objectives.*
- *Ensure the theological Christian vision of the school is maintained*
- *Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence*
- *Motivate and work with others to create a shared culture and positive climate*
- *Ensure that strategic planning takes account of the diversity, values and the experience of the school and wider community.*

Leading Learning and Teaching

- *Lead by example to inspire and motivate staff, parents, Governors and pupils*



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- *Plan strategically and operationally, allocate resources effectively and evaluate the work of teams and individuals*
- *Establish an ethos that promotes outstanding teaching and learning and which sustains improvement in the development of all pupils*
- *Demand ambitious standards of achievement for all*
- *Plan and implement the curriculum and its assessment using data and research to achieve a positive impact for all.*
- *Create and maintain an environment and a code of behaviour that promotes and secures good teaching, effective learning, and high standards of achievement and behaviour*
- *Ensure that improvements in all subjects are priority targets for all pupils*
- *Create and maintain an effective partnership with parents and the wider community to enhance teaching and learning*

Developing Self and Working with Others

- *Develop and maintain a culture of high standards and expectations*
- *Maintain a positive school culture based on our theological Christian vision*
- *Together with other schools, organisations and Mottram Parish Church, build a collaborative learning community*
- *Lead, motivate, encourage and support the continuing professional development (CPD) of all staff*
- *Praise success and taking appropriate action where there is under-performance*
- *Regularly review own practice, set personal targets and take responsibility for own personal development and CPD*

Managing the Organisation

- *Create a structure that reflects the school's values and enables the management systems, structures and processes to work both effectively and legally.*
- *Work with Governors and senior colleagues to recruit staff of the highest quality, ensuring that all recruitment adheres to the relevant legislation.*
- *Support the distribution of leadership opportunities across the school*
- *Allocate, control and account for those financial and material resources of the school that are under the control of the Headteacher.*
- *Set appropriate priorities for expenditure, allocate funds and ensure effective administration and financial control.*
- *Manage, monitor and review resources in order to improve the quality of education and pupil's achievement.*
- *Aim to ensure efficiency and secure value for money.*
- *Ensure the school adheres to financial regulations.*
- *Make arrangements for the security and effective supervision of the school buildings, the contents and the school grounds to ensure that it meets the needs of pupils, the curriculum and health and safety regulations.*

Securing Accountability

- *Understand and carry out the Headteacher's responsibilities for child protection and safeguarding.*



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- *Be accountable for the leadership of all staff, with specific performance management responsibility for members of the senior leadership team.*
- *Be accountable to the Governing Body, Diocese and Tameside Council.*
- *Work closely with the chair of the Governing Body and its committees and secure a positive working relationship with all governors.*
- *Develop an organisation in which staff recognise that they, along with the Headteacher and Governors are accountable for the success of the school.*
- *Provide information to the Governing Body to enable it to meet its responsibilities.*
- *Ensure that parents are well informed about curriculum, attainment, progress and all other relevant aspects of school life.*
- *Manage the budget in order to secure best value and adequate resources, appropriate staffing levels and well-maintained school accommodation.*

Strengthening Community

- *Build a school culture and curriculum that takes account of the richness and diversity of the school's communities*
- *Create positive strategies for promoting equality of access and removing inequalities*
- *Continue to promote an outward-facing school*
- *Develop constructive relationships with fellow professionals*
- *Create and maintain an effective partnership with parents and carers to support and improve achievement and personal development*
- *Promote the theological Christian vision of the school by developing and maintaining activities with the church and its community to strengthen the spiritual learning of pupils*