

DURHAM TRINITY SCHOOL & SPORTS COLLEGE

JOB DESCRIPTION

HEADTEACHER

Group 6

Individual School Range £76,814 - £88,984

If successful with your application, you will be required to undertake such duties as may reasonably be determined by the Governing Body from those described in the current "School Teachers' pay and Conditions" document. In particular, you will be required to carry out the following duties in consultation with the Governing Body, the LA, staff of the school and parents, as appropriate:

- (a) Effectively manage the school on a day-to-day basis, provide strong leadership and promote the notion of team spirit;
- (b) Produce and implement the School Improvement Plan adopted by the Governing Body;
- (c) Produce, implement, monitor and review the policies adopted by the Governing Body;
- (d) Effectively deploy the teaching and non-teaching resources within the school to ensure that the targets detailed in the School Improvement Plan adopted by the Governing Body are achieved;
- (e) Monitor the school budget, expenditure and income, and to advise the Governing Body on spending priorities consistent with the procedures of the County Council;
- (f) Manage the appointment of teaching and non-teaching staff;
- (g) Provide a broad, balanced and relevant curriculum in accordance with the demands of the National Curriculum and the requirement for the teaching of religious education for all pupils attending the school; and ensure that pupils have access to a daily act of collective worship;
- (h) Promote high standards of individual pupil and school achievement and ensure the development of a stimulating and supportive learning environment;
- (i) Promote an ethos in which individual pupil responsibility for learning, positive behaviour, personal development and achievement is fostered;
- (j) Ensure that the progress of pupils of the school is monitored and recorded and that an effective system is developed for informing parents about their child's progress;
- (k) Encourage the development of a culture that offers equality of opportunity to all pupils and staff;
- (l) Monitor, review and evaluate the standards of teaching and learning within the school and ensure that proper standards of professional performance are established and maintained;

- (m) Ensure that the requirements for teacher appraisal are implemented and to identify and promote the delivery of the training and development needs of the staff of the school;
- (n) Develop the role of the school within the community;
- (o) Provide the Governing Body with sufficient advice and information to enable it to fulfil its legal responsibilities;
- (p) Ensure that a range of legal obligations associated with the proper running of the school, including health and safety matters, are addressed;
- (q) Carry out the duties defined in the Conditions of Service Regulations and any subsequent amendments, and any other duties consistent with the nature of this post which may be required from time to time by the Governing Body;
- (r) To commit to applying rigour to safeguarding via procedural implementation and to promote the continued welfare of children and young people as required under the Education Act 2002 and an expectation of all staff and volunteers to share this commitment;
- (s) The Governing Body expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities. This job description will be reviewed regularly and, if necessary, amended in consultation with the post.