

Head Teacher Job Description

Post Details

Post title: Head Teacher

Responsible to: Governing Body / Trust Board

Salary: L18-L24, £88,496 - £99,951

Contract: Permanent, Full Time

Start date: As agreed

Purpose of the Role

The Head Teacher is the professional leader of the school and is responsible for providing strategic, instructional and operational leadership to ensure that all pupils receive a high-quality education and achieve year-on-year to the best of their abilities.

The Head Teacher is accountable for educational standards, curriculum quality, inclusion and SEND, safeguarding, staff leadership and wellbeing, financial sustainability and effective use of resources.

Strategic Leadership and Vision

- Establish, articulate and sustain a clear vision and moral purpose.
- Set high expectations for pupils and staff.
- Lead school improvement planning based on accurate self-evaluation and thoughtful analysis of the LA and DfE policy context.
- Communicate decisions clearly to all stakeholders.

Teaching, Learning and Curriculum

- Ensure consistently high-quality teaching with special attention to vulnerable pupils.
- Lead an ambitious, inclusive and well-sequenced curriculum.
- Promote effective pedagogy and intelligent use of formative and summative disaggregated data, with special attention to vulnerable pupils.
- Monitor curriculum impact and model high expectations for practice.

Behaviour, Attendance and Attitudes

- Maintain a calm, orderly and purposeful learning environment.
- Ensure consistent behaviour and attendance systems.
- Monitor and adapt systems to better ensure consistent behaviour and attendance.
- Use data to identify and address issues promptly.

Personal Development and Wellbeing

- Ensure pupils' personal development is embedded in the curriculum.
- Promote SMSC development, enrichment and wellbeing.
- Prepare pupils well for the next stage of education.

Inclusion and SEND

- Ensure inclusion is central to school culture.
- Oversee effective SEND provision and adaptive teaching.
- Monitor outcomes for vulnerable pupils.

Leadership, Staffing and Professional Development

- Lead a diverse and proportionate leadership structure.
- Line manage senior leaders and hold them to account.
- Implement effective performance management and CPD.
- Promote staff wellbeing and manage workload responsibly.

Financial and Resource Management

- Take responsibility for financial sustainability and introduce innovative and feasible budgetary strategies.
- Align staffing and resources with pupil numbers and funding.
- Ensure best value and compliance with regulations.

Governance, Accountability and Partnerships

- Work effectively with the chair and board of governors/PTA trustees.
- Work towards mutually beneficial and financially sound partnerships that uphold the school's ethos and interests.

- Provide accurate information for challenge and support.
- Represent the school positively to the wider community.

Safeguarding and Statutory Responsibilities

- Maintain a strong safeguarding culture.
- Ensure statutory compliance and effective DSL arrangements.

Professional Conduct

- Uphold Teachers' and Head Teacher Standards.
- Demonstrate integrity, ethical leadership and resilience.
- Commit to continuous professional development.

Summary

The Head Teacher will be a values-driven, strategic and resilient leader who secures sustained improvement, inclusive practice and high-quality education for all pupils.

Strategic Leadership

Related Standards: School Culture; Organisational Management; Governance and Accountability

- Sets and communicates a clear moral purpose and strategic vision.
- Uses accurate self-evaluation and data to drive sustainable improvement.
- Leads change ethically, transparently and with clear rationale.

Instructional Leadership

Related Standards: Teaching; Curriculum and Assessment

- Ensures consistently high-quality teaching across the school.
- Leads curriculum design and sequencing effectively.
- Uses assessment intelligently to improve learning.

Organisational and Financial Management

Related Standards: Organisational Management; Financial Management

- Aligns staffing structures with pupil numbers and funding.
- Manages budgets strategically and ensures best value.

- Ensures operational systems support teaching and learning.

People and Performance Management

Related Standards: Professional Development; School Culture

- Develops leadership capacity at all levels.
- Uses performance management to improve outcomes.
- Promotes staff wellbeing and professional trust.

Inclusive Leadership

Related Standards: School Culture; Teaching; Personal Development

- Champions inclusion and equality of opportunity.
- Ensures effective SEND provision and adaptive teaching.
- Balances individual needs with whole-school sustainability.

Safeguarding and Wellbeing

Related Standards: Behaviour and Attitudes; Personal Development; School Culture

- Maintains a strong safeguarding culture.
- Ensures pupils feel safe, supported and ready to learn.
- Promotes positive behaviour and attendance.

Governance and Accountability

Related Standards: Governance and Accountability; Organisational Management

- Works constructively with governors/trustees.
- Provides clear, accurate information for accountability.
- Prepares confidently for inspection and review.

Professional Integrity and Resilience

Related Standards: School Culture; Professional Conduct

- Acts with integrity, ethical leadership and moral courage.
- Remains resilient and reflective under pressure.
- Commits to continuous professional development.