



# Headteacher Job Description

## 1. Headteachers – overriding requirements

- 1.1. A headteacher's professional duties must be carried out in accordance with and subject to:
- a) the provisions of all applicable legislation and any orders and regulations having effect under the applicable legislation, and in particular the Education Act 1996<sup>(18)</sup> and the Act;
  - b) the instrument of government of the headteacher's school;
  - c) any rules, regulations or policies made either by the governing body on matters for which it is responsible, by the authority with respect to matters for which the governing body is not responsible or by the headteacher's employers;
  - d) where the school is a voluntary, foundation or foundation special school, any trust deed that applies to the school;
  - e) any scheme prepared or maintained by the authority under section 48 of the School Standards and Framework Act 1998<sup>(19)</sup>;
  - f) the terms of their appointment.

## 2. Delegation

- 2.1. The professional responsibilities of a headteacher under paragraph 46.9 must not be delegated other than in accordance with paragraph 48.2.
- 2.2. Subject to paragraph 45.1, a headteacher's responsibilities may be delegated to a deputy headteacher, assistant headteacher or other member of the staff in a manner consistent with their conditions of employment, having regard to the nature and extent of their management responsibilities, and maintaining a reasonable balance between work and other commitments for each teacher in accordance with paragraph 51.4.

## 3. Professional responsibilities

- 3.1. A headteacher may be required to undertake the following duties:

### Whole school organisation, strategy and development

- 3.2. Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school.

3.3. Develop, implement and evaluate the school's policies, practices and procedures.

### **Teaching**

3.4. Lead and manage teaching and learning throughout the school, including ensuring, save in exceptional circumstances, that a teacher is assigned in the school timetable to every class or group of pupils:

- a) in the first, second, third and fourth key stages, for foundation and other core subjects and religious education; and,
- b) in the preliminary stages.

3.5. Teach.

### **Health, safety and discipline**

3.6. Promote the safety and well-being of pupils and staff.

3.7. Ensure good order and discipline amongst pupils and staff.

### **Management of staff and resources**

3.8. Lead, manage and develop the staff, including appraising and managing performance.

3.9. Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers, including on whether a teacher at the school who applied to be paid on the upper pay range should be paid on that range.

3.10. Organise and deploy resources within the school.

46.11. Promote harmonious working relationships within the school.

46.12. Maintain relationships with organisations representing teachers and other members of the staff.

46.13. Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

### **Professional development**

46.14. Promote the participation of staff in relevant continuing professional development.

46.15. Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.

46.16. Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff

including induction.

## **Communication**

46.17. Consult and communicate with the governing body, staff, pupils, parents and carers.

## **Work with colleagues and other relevant professionals**

46.18. Collaborate and work with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies.

## **4. Rights conferred**

4.1. In addition to the provisions of paragraph 51 the following rights apply:

### **Dedicated headship time**

4.2. A headteacher is entitled to a reasonable amount of time during school sessions, having regard to their teaching responsibilities, for the purpose of discharging their leadership and management responsibilities.

### **Daily break**

4.3. A headteacher is entitled to a break of reasonable length in the course of each school day, and must arrange for a suitable person to assume responsibility for the discharge of their functions as headteacher during that break.