The James Cambell Primary School

Langley Crescent

Dagenham

RM9 6TD

Telephone: 020 8270 4684

020 8270 4602

Email: [office@JamesCambellPrimary.org.uk](mailto:office@JamesCambellPrimary.org.uk)

**Job Description**

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| **POST HELD:** | Director of School Development |
| **SALARY SCALE:** | L16 – L20 (inner London) |
| **WORKING HOURS:** | Full-time |
| **REPORT TO:** | Headteacher |

**OVERALL PURPOSE OF THE ROLE**

The Director of School Development will be responsible for leading key elements of the planning and delivery of a major programme of improvement at James Cambell Primary School.

There are two major components to this role:

* Improving the quality of teaching across the school (which is the single biggest factor in the school’s success)
* Promoting external links with the wider community in general and parents in particular so that they are fully committed and contributing to the school’s development

The Director will be a key member of the school’s Senior Leadership Team (SLT).

**MAIN ACTIVITIES**

**Strategic Direction and Development**

* To assist the Headteacher in shaping the vision and direction for the school
* To play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the Headteacher, governors and other school leaders
* To take the lead in co-ordinating the school’s policies, ensuring that they are comprehensive, up-to-date and fully in compliance with statutory requirements and best practice
* To take responsibility for developing, monitoring and implementing the vision and initiatives set out in the School Improvement Plan, and in agreement with the Headteacher
* To assist the Headteacher in school self review and evaluation and in the effective planning and management of resources to secure improvements
* To ensure a consistent and continuous school-wide focus on pupils’ achievement
* Publicly supporting all decisions of the Headteacher and Local Governing Board

**Quality of teaching and learning**

* To be an outstanding role model and act as a leading classroom practitioner, inspiring and motivating other staff
* To work with the Headteacher and other members of SLT to sustain high expectations and excellent practice in teaching and learning throughout the school
* To monitor and evaluate the quality of teaching and standards of pupils’ achievement and to use benchmarks and set targets for improving the quality of teaching
* To ensure a comprehensive programme of high quality evidence-based professional development for staff which develops their ability to deliver high quality learning
* To challenge underperformance at all levels and provide support to improve performance
* To support the Headteacher in ensuring effective planning, allocation, support and evaluation of work is undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
* To lead the development of specific subject areas as required
* To oversee the school’s programmes for Early Career Teachers and trainees, and support mentors in their roles

**Working with the wider school community**

* To develop links with the wider community so that all stakeholders are actively participating in the development of the school and providing the children with a high quality education
* To promote the school and enhance its reputation so that it is a highly desired place for the education of local children
* To take the lead for the school in the Parent Teacher Association
* To support the Headteacher in promoting school’s ‘public face’, including taking the lead in development of its website, social media and external publications

**Leading and managing staff**

* To work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement
* To be an exemplar of all school policies and practices
* To support the Headteacher to lead in performance management of all staff
* To manage specific teams of staff (eg a phase and/or year group) within the school
* To develop and maintain a culture of high expectations for self and for other and to take appropriate action when performance at any level is unsatisfactory

**Deploying staff and resources**

* In consultation with, and by the direction of the Headteacher, to deploy people and resources efficiently and effectively e.g. timetables, deployment of cover supervisors and supply staff
* To participate in recruitment and selection, as agreed by the Headteacher

**Accountability**

* Support the Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders
* To promote and protect the health, safety and welfare of pupils and staff
* To work with the school’s Designated Safeguarding Lead and others in promoting the safeguarding and welfare of children within the school

**Specific responsibilities**

* To take a major role in the day-to-day running of the school, attending daily and weekly meetings and leading them as required
* To work closely with the Headteacher and other members of the SLT on their specific areas of responsibility
* To promote the values and vision of the school to the community
* To take assemblies as required

**General**

* To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
* To ensure that all duties and services provided are in accordance with the school’s Equal Opportunities policy

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.