



St Paul's CE Primary School  
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Headteacher: Claire Fletcher

**TITLE OF POST: EXECUTIVE HEADTEACHER of ST PAULS CE HAMMERSMITH**

**SALARY SCALE: Dependent on combined group size of the partnership schools**

**JOB PURPOSE:** To provide effective leadership for St Paul's school, securing success and continuous improvement, ensuring high quality education for all pupils and the highest standards of learning and achievement in accordance with statutory requirements. As a Church of England School, the Executive Headteacher will be required to uphold the school's Christian vision, ethos and values within day-to-day working practices.

**RESPONSIBLE TO:** The Governors of St Paul's Primary School.

**ACCOUNTABILITIES:** To be met in accordance with the provisions of the School Teacher's Pay and Conditions Document and within the range of headteachers' duties set out in that document, and the National Standards for Headteachers. The postholder will be expected to liaise with representatives for the DDE at the LDBS and the Director of Childrens Services as required

**The Executive Headteacher will:**

**Shape the Future by** establishing and implementing a strategic plan that inspires and motivates all stakeholders, which ensures pupils achieve high standards and develop in all aspects of their education and reflects the needs of the school and its community.

**Lead Learning and Teaching**

Set high expectations and challenging targets, monitoring effectiveness, and evaluating outcomes.

Ensure the school's focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.

Monitor, evaluate and review classroom practice and promote improvement strategies, challenging underperformance and ensuring corrective action.

Establish creative, effective approaches to learning and teaching, responsive to the needs of the pupil community.

Ensure that all staff are equipped to implement strategies to secure high standards of behaviour and attendance.

*Living, Loving and Learning*

## **Manage the Organisation**

Work with governors and senior colleagues to recruit, induct and develop high quality staff within safer recruitment guidelines.

Act as a coach and model for Head of School.

Manage, deploy and develop staff to secure the quality of education and pupils' achievement.

Review and manage all financial and human resources identifying how to make best use of sharing resources across schools in the partnership.

Review all relevant policies to ensure that they enable effective change to take place.

Set appropriate priorities for expenditure, allocating funds and ensuring financial control, in accordance with governing body policies.

Regularly evaluate the allocation of roles, responsibilities, finance and resources to ensure these underpin the best possible learning environment and highest standards.

## **Safeguarding**

Ensure that there are effective, robust safeguarding procedures in place, which cover all statutory requirements, including effective reporting systems.

Take responsibility for ensuring that all staff understand and follow safeguarding policies and procedures.

Ensure that all teaching and support staff are fully inducted in, and made aware of, the school safeguarding procedures including knowing the names of the designated safeguarding leader and the Deputy safeguarding leader.

Be responsible for monitoring that all policies and procedures are followed by all teaching and support staff.

Ensure that the designated safeguarding lead is given the appropriate resources to carry out the duties of that role effectively and is sufficiently supported by deputy designated leaders.

## **Developing Self and Others**

Build a collaborative learning culture within the school and actively engage with other local schools in order to build effective learning communities.

Ensure effective planning, co-ordination, support and evaluation, ensuring clear delegation of tasks and devolution of responsibilities.

Develop and maintain effective strategies and procedures for the induction, professional development and performance review for all staff.

Set high expectations for all and address underperformance using the relevant process and procedures to do so.

To act as a role model for the highest professional standards.

Regularly self-evaluate, set personal targets and take responsibility for own personal professional development so as to be well equipped to deal with the increasingly complex role of leadership of the school community.

Ensure both self and others achieve an appropriate work/life balance.

Build effective professional working relationships with all staff so as to motivate them and enable them to carry out their respective roles effectively.

### **Securing Accountability**

Be legally and contractually accountable to the governing body, and work with governors to meet their responsibilities.

Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation through performance management.

Develop and present an accurate account of the school's performance to a range of audiences including governors, parents and carers, Local Authority, the London Diocesan Board for Schools and Ofsted.

### **Strengthening Community**

Establish strong working relationships between the schools in the partnership.

Share expertise and bring mutual benefits to all through close collaboration.

Ensure learning experiences for pupils are linked and integrated with the wider community, local, national and global.

Build a school culture and curriculum that takes account of the richness and diversity of the school's community.

Create and promote positive strategies for challenging all forms of prejudice and harassment.

Promote the concept of lifelong learning and family engagement with learning through partnership.

Manage effective relationships with all stakeholders and partners

## **Person Specification**

### **Knowledge and experience**

QTS and experience as an effective Headteacher.

In depth understanding of Ofsted, SIAMs curriculum etc.

Can demonstrate a good grasp of financial planning in the short, medium and long term.

Experience of managing a team of staff within a unionised setting.

Experience of building strong relationships with parents.

Experience of building effective working relationships with school governors, outside agencies and key stakeholders.

### **Understanding**

Demonstrable understanding of the LDBS and church schools.

Understanding of the STPCD and other terms and conditions of employment.

Understanding of relevant legislation in relation to safeguarding.

### **Commitment and personal attributes**

A commitment to providing a high standard of education within a Church of England setting.

Excellent communicator.

A commitment to promoting racial justice and ensuring that the school pays the London Living wage in line with the Church of England pledge that all CofE schools would do so.

Resilience to maintain high standard when under pressure.

The ability to be well organised and adaptable to unforeseen change.

The ability to ask for guidance and to recognise own CPD.

The ability to define appropriate professional boundaries and to operate at a strategic level.