



Job Profile: Head of Centre – Primary Only

Post Title: Head of Centre - Primary

Salary: Leadership scale L9 - L13

Base School: Fordway Centre

Directly Accountable To: Director of Education (DoE)

Main purpose of the job:

The Head of Centre will promote and support the vision and direction of the Fordway Centre (FWC) by providing the day-to-day leadership that will enable the school to build success and provide high quality education for its children.

The Head of Centre leads and manages the school on a day-to-day basis. The Head of Centre at FWC will be an ambassador for the school and will promote and raise its profile in the local and wider community.

The DoE has overall and strategic responsibility for all the schools in the Trust and will support and advise the Head of Centre and is their line manager.

Key responsibilities:

- Continue to raise standards of achievement, be responsible for all day-to-day management of the children and staff so as to promote and secure the achievement and wellbeing of all children and adults.
- Work with the DoE, senior leaders and Local Governance Board to provide an environment in which all staff and children are enabled to achieve success and to build towards achieving their potential.
- Plan the curriculum and enrichment activities.
- To develop a range of educational and other opportunities for students and lead on personalised programmes for all students.
- Ensure the effective management of students' pastoral wellbeing by actively promoting good behaviour.
- Supporting staff, parents and carers in promoting wellbeing for all students ensuring that all students and adults are enabled to succeed in school.
- Be responsible on a day-to-day basis for the internal organisation, management and control of the school.
- In carrying out their duties the Head of Centre will consult and liaise with, and work in partnership with the DoE.
- Support in the management of safeguarding across the school by undertaking the role of DSL or DDSL and therefore dealing with safeguarding matters and referrals as and when they occur in line with the Trust's safeguarding policy and guidance.
- Have a major role in effectively managing, encouraging, developing and supporting staff and actively and visibly demonstrating responsibility towards them, including overseeing performance management procedures.

Vision, direction and development

The Head of Centre will be a key member of the Senior Leadership Team and as such will:

- Support the DoE in developing both strategic and operational plans for securing the vision and direction of the school based on wide consultation with all relevant stakeholders
- Support the DoE to develop the schools SEF and SDP.
- Demonstrate the school's values in everyday work and practice.

- Work with senior leaders, staff and Local Governance Board to translate the strategic plan for the federation into action plans that identify clear achievable targets and outcomes. These plans will take into account the diversity, values and experience of the school and community.
- Work with other senior leaders, staff and Local Governance Board to rigorously evaluate progress towards targets and outcomes.
- Ensure that all statutory requirements are published upon the school website.
- Ensure that the school website and on-line communication tools are regularly updated and maintained to a high standard to promote FWC within the local, national and global community.

Leading Teaching and Learning

The Head of Centre will: -

- Ensure that learning is at the heart of strategic planning and resource management.
- Oversee systems for assessment, including keeping appropriate records of progress ensuring that parents and students are regularly informed.
- Ensure that the school works closely with parents and carers, with the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all students at FWC.
- Ensure that all students are enabled to access a broad, balanced and relevant curriculum
- Maintain the curriculum and pastoral care of the school so that it is appropriate to the students' differing experiences, interests, aptitudes and backgrounds
- Give priority to developing high quality teaching and learning across the school
- Ensure the school environment, including each classroom environment, reflects and supports high quality learning.
- Create a culture and ethos of challenge and support where all students can achieve success, have an appropriate layer of challenge and become engaged in their own learning.
- Ensure that a system for monitoring and developing the quality of teaching and learning is in place
- Working with the DoE, ensure that there is an effective system for assessing, recording and reporting of students' progress
- Maintain a consistent and continuous focus on students' achievement and attainment, making sure that assessment for learning is good throughout the school and that all teaching staff use data effectively
- Implement strategies that maintain high standards of behaviour and attendance.

Leading and Managing Staff

The Head of Centre will: -

- With support of the DoE act as Line Manager to delegated staff and assume responsibility for all aspects of their performance review.
- Support the DoE and Local Governance Board in creating and maintaining good working relationships amongst all members of the school community
- Motivate and support staff by identifying and addressing areas for development and building on their strengths to support school succession planning
- Ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulation
- Encourage and model initiative, teamwork and working in partnership
- Develop and strengthen leadership, including middle leadership, across the school
- Deputise for the DoE at whole school events / meetings when required to do so
- To undertake any reasonable task as directed by the DoE.

Person Specification:

Application form (AF)

Interview (I)

References (R)

	Essential	Desirable	How assessed
CAREER EXPERIENCE AND QUALIFICATIONS			
• Degree level qualification	X		AF
• Qualified Teacher Status	X		AF
• Relevant recent professional development		X	AF / I
• Experience of recent and relevant training and development at Headship level or in preparation for headship	X		AF / I / R
• NPQH		X	AF
LEADERSHIP SKILLS			
• A good understanding of school leadership	X		AF / I / R
• Experience of overseeing the successful delivery of teaching and learning against agreed strategic plans and able to demonstrate a strong commitment to raising standards of achievement for all pupils	X		AF / I
• Ability to lead by example, be highly driven, motivated and be able to motivate others	X		AF / I / R
• Ability to promote the school's vision and values to the pupils, staff, governors and parents at the school	X		I
• Ability to be flexible in a constantly changing work environment	X		I
• Ability to accept day to day responsibility for running a school	X		AF / I / R
• Ability to work in close partnership with other education establishments and the Governing Body	X		AF / I / R
• Ability to use data, benchmarks and feedback to monitor progress of children's learning	X		AF / I
• Experience of managing and developing staff and carrying out performance reviews and monitoring outcomes and impact in line with the school's strategic direction	X		AF / I
• Commitment to the protection and safeguarding of children, with up-to-date knowledge of relevant legislation and training	X		AF / I

● Ability to delegate responsibility and coach, mentor and develop others.		X	AF / I
OTHER SKILLS AND ABILITIES			
● Able to communicate clearly and effectively in written and spoken English in order to effectively engage with the school and local community	X		AF / I / R

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● Ability to apply analytical thinking to solve problems and/or resolve conflict	X		AF / I
● Ability to provide a model of excellent teaching	X		AF / I
● Ability to contribute to the design, implementation and review of the whole school curriculum	X		AF / I
● Excellent ICT skills		X	AF
● Ability to maintain positive behaviour management practices	X		AF / I / R
● Can effectively manage time and priorities	X		AF / I / R
PERSONAL QUALITIES			
● Ability to maintain a professional and confident manner and remain calm under pressure and demonstrate resilience	X		I
● Ability to inspire the respect and trust of all stakeholders	X		I
● Demonstrates warmth and empathy together with high expectations and rigour	X		I
● Can articulate a commitment to every child	X		I
● Displays self-confidence, a sense of humour and a positive approach at all times	X		I
● Is approachable by all members of the school community and is a good listener	X		AF / I
● Demonstrates high standards of conduct and appearance.	X		I

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