



Head of School -Primary

Post title:	Head of School Primary Phase
School:	Avanti Fields Primary School, Leicester
Responsible to:	Principal
Salary and Grade	L12 – L16

Core purpose

The core purpose of this role is to work alongside the Principal and the wider senior leadership team in providing professional leadership and management of the school that will achieve high standards in all areas of the school's work, promoting and supporting the vision of the school.

To achieve success, the Head of School Primary will:

- Assume overall responsibility for the day-to-day running of the Primary phase of the school
- Be accountable and responsible for the effective administration, management and performance of the Primary phase
- Effectively manage learning and teaching
- Promote excellence, equality and high expectations for all pupils and staff
- Work with the Principal and the wider school leadership team to evaluate school performance and identify priorities for continuous improvement
- Effectively manage and deploy resources to achieve the school's aims
- Develop strong distributed leadership within the Primary phase
- Maintain and develop a safe and productive learning environment that is engaging and fulfilling for all pupils
- Maintain our parental and local community engagement
- Work effectively and transparently with the school's stakeholder committee (SSC).
- Support the Principal in safeguarding and promoting the welfare of children.
- Teach pupils within the school and carry out such other associated duties as are reasonably assigned by the Principal.

SPECIFIC RESPONSIBILITIES

Leadership and Management

1. To assist the Principal in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.
2. Membership of the senior leadership team of the school, which will include a share of common SLT responsibilities
3. To play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the Principal and the Senior team



4. To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil behaviour management.
5. To be an excellent role model for all members of staff and for pupils in all aspects of school life. To be an exemplar of all school policies and practices.
6. To take a leading role in improving the involvement of parents, carers and the community in the life of the school.
7. To provide effective leadership and management to the primary phase team
8. Managing relevant resources, including designated budgets, efficiently and effectively in accordance with the financial regulations of the Trust
9. To assist the Principal in school self review and evaluation and in the effective planning and management of school resources to secure improvements.
10. To actively promote equality of opportunity by assisting the Principal in ensuring the school's curriculum provides the best possible education for all its pupils, taking into account ethnicity, gender, special education needs, pupils learning English as an Additional Language, disability and others with emotional needs that may affect learning.
11. To take a significant role in the implementation of the school's appraisal policy, to secure school improvement and individual professional development.
12. Identify resources needed to meet the needs of pupils with particular needs and identify priorities for expenditure in collaboration with the other members of the leadership team.
13. To take responsibility for developing assessment procedures and practice in the Primary phase
14. The management, monitoring, analysis and evaluation of information and data to support school objectives, target setting, pupil attainment and achievement, and reporting to parents, students and governors
15. Be responsible for collating evidence for specific sections of the school's Self Evaluation Form

Staff Management and Development

1. Develop effective professional relationships and good communication, which enable
2. everyone in the school to achieve
3. Motivate and work with others to create a shared culture and positive environment
4. Ensure that staff wellbeing is prioritised
5. Ensure effective planning, allocation, support and evaluation of work, establishing clear
6. delegation of tasks and responsibilities

Learning and Teaching

1. Maintain a consistent and continuous focus on pupils' achievement using data, benchmarks and feedback to monitor progress in every child's learning
2. Secure excellent teaching through an analytical understanding of how pupils learn and the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' wellbeing
3. Provide leadership and support for colleagues (teachers and support staff) with regard to teaching and learning and the curriculum
4. Assess, monitor and evaluate the quality of teaching standards and the delivery of the curriculum, in order to build on success and identify and act on areas of improvement
5. To carry out teaching duties, as agreed with the Principal, providing a model of excellence for colleagues.



6. To undertake a significant role in maintaining a high standard of pupil behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.
7. To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.

Other Duties and Responsibilities

1. To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
2. To prepare and present reports, as required to Principal, SSC, the Trust, LA officers, parents or outside agencies.
3. To attend occasional meetings during evening hours or in school holidays, as required.
4. To promote the safeguarding of children.
5. To carry out duties and responsibilities in accordance with Health and Safety Policy and relevant Health and Safety legislation.
6. To ensure that duties are undertaken with due regard to and compliance with the Data Protection Act and other legislation.
7. To operate within the school's equal opportunities framework at all times.
8. Working in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours.
9. Taking appropriate action to identify, analyse, minimise and manage any risks to health, safety and security in the working environment and off-site school activities.

PERSON SPECIFICATION

1. QUALIFICATIONS AND TRAINING

S/L Criteria		Essential	Desirable
1	Qualified teacher status	✓	
2	Degree	✓	
3	Higher degree		✓
4	Management qualification		✓
5	National Professional Qualification for Headship (NPQH) or equivalent		✓

2. TEACHING AND MANAGEMENT EXPERIENCE

S/L Criteria		Essential	Desirable
1	Leadership experience at a senior level within a primary school	✓	
2	Experience of management in a multi-professional environment required for post		✓
3	Experience in more than one school		✓



3. PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

S/L Criteria		Essential	Desirable
1	Educational development of primary aged pupils	✓	
2	School leadership and management	✓	
3	Excellent teaching and learning strategies to meet the diverse needs of all to achieve and enjoy learning	✓	
4	School improvement strategies	✓	
5	People Management	✓	

4. PERSONAL SKILLS AND QUALITIES

S/L Criteria	A very high standard should be demonstrated in the following;	Essential	Desirable
1	Genuine passion and a belief in the potential of every student	✓	
2	Ability to establish positive relationships with pupils and adults	✓	
3	Effective leadership style that encourages participation, innovation and confidence	✓	
4	Ability to lead, coach and motivate staff within a performance management framework, including professional development.	✓	
5	Ability to develop the leadership skills of others.	✓	
6	Strong interpersonal, written and oral communication skills	✓	
7	Accepts personal responsibility for their own actions	✓	
8	Motivation to continually improve standards and achieve excellence	✓	
9	Commitment to the safeguarding and welfare of all pupils	✓	
10	Inspires confidence	✓	