



Great Torrington Bluecoat C of E Primary School



JOB DESCRIPTION

School Name	Great Torrington Bluecoat C of E Primary School
Job Description	Headteacher
Pay Range	L14 – L20 (£65,010 - £75,331)
Responsible to	The Governing Body, The Local Authority and the Diocese

Main Purposes of the Job

- ◆ To provide a clear vision and outstanding professional leadership which secures a high quality education, inspiring and motivating its pupils.
- ◆ To promote high standards of academic achievement ensuring that all pupils are supported to reach their full potential.
- ◆ To ensure provision across the school is rigorously monitored and evaluated, proactively addressing outcomes as appropriate.
- ◆ To work with others, to foster a culture of continuous improvement through coaching, mentoring and collaboration.
- ◆ To be responsible for the leadership, internal organisation and management of the school, consulting appropriately with stakeholders.
- ◆ To create a safe and caring environment for all pupils and staff by ensuring that the relevant policies are known and adhered to.
- ◆ To promote and safeguard the welfare of all children and young people the Headteacher is responsible for, or comes into contact with.

Qualities and Knowledge

- ◆ Articulate and promote the school's Christian distinctiveness and ethos by working with governors and school staff to identify, affirm and develop the school's vision.
- ◆ Model exemplary professional behaviour towards pupils, staff, governors and others in the school community in terms of attitude, relationships, integrity and continual professional development.
- ◆ Keep up-to-date with any proposed or actual changes in legislation, guidance and research that is relevant to the school.

- ◆ Keep staff and governors informed of trends in education theory, research and opinion and how these impact on the school's vision and improvement priorities.
- ◆ Engage parents effectively in the education and development of their children.
- ◆ To liaise effectively with other agencies and the wider school community to safeguard children and families.
- ◆ Demonstrate an up-to-date understanding of how school leaders make use of public money, the processes that underpin this and how accountability is assured.
- ◆ To accurately evaluate the school's performance and take appropriate action to bring about improvement.

Pupils and Staff

- ◆ Promote high standards of wellbeing and achievement for all pupils.
- ◆ Track and report on the attainment of all pupils within the school, including disadvantaged individuals and groups.
- ◆ Benchmark the school's performance against other schools, both locally and nationally.
- ◆ Ensure the delivery of a broad and balanced curriculum, where all statutory duties are met, with ambitious standards of achievement.
- ◆ Ensure that appropriate pastoral care, guidance and support is available to all pupils, including the most vulnerable and those with special needs or disabilities.
- ◆ Recognise and address barriers to inclusion and adopt a positive, constructive approach to ensuring the needs of all pupils are appropriately met.
- ◆ Secure excellent teaching through identifying and sharing best practice and appropriate staff development.
- ◆ Empower and inspire colleagues by creating an open culture where success is celebrated and weaknesses are challenged supportively.
- ◆ Use formal systems such as Performance Management and informal knowledge of staff aspirations to offer opportunities for wider responsibility in ways that are transparent and equitable to all staff.
- ◆ Oversee and report on a system of performance management that is proportionate to the roles undertaken, but supportive of improving outcomes for children.

Systems and Processes

- ◆ Ensure that key policies are current, accessible and understood by relevant staff and governors, taking action to address any oversights or weaknesses where these occur.
- ◆ Deploy staff effectively, having regard for personnel policies and equality of opportunity.
- ◆ Create a safe and caring environment for all pupils and staff by ensuring that the relevant policies are known and adhered to.
- ◆ Seek views and consider feedback from children, staff and families.
- ◆ Hold all staff to account for their professional conduct and practice or establish systems for other senior leaders to do so.
- ◆ Respond positively to appropriate challenge and support from governors, providing timely, accurate and transparent information to enable them to carry out their strategic role.
- ◆ Provide, in turn, appropriate support and challenge to governors to enable them to fulfil their strategic role.
- ◆ Be accountable for pupils' progress and achievement.
- ◆ Balance the long term needs of the school with the priorities in the current improvement plan.
- ◆ Adhere to the Schools Financial Value Standard (SFVS) in deployment of budgets and

resources, both human and material.

- ◆ Demonstrate strategic leadership in agreeing improvement priorities and effective management in executing the agreed plans.
- ◆ Encourage a culture and develop systems that make roles and responsibilities clear and manageable, whilst holding all staff to account for the expected outcomes.
- ◆ Delegate staff responsibilities to optimum effect.

The Culture of Continuous Improvement

- ◆ Make use of external benchmarking or partners to evaluate any innovation and to moderate the school's own methods.
- ◆ Identify and develop future leaders.
- ◆ Participate in and contribute to local and national leadership improvement opportunities.
- ◆ Create systems that allow the school to engage effectively with agencies and bodies such as: other schools; social care; health authorities and businesses.
- ◆ Model, develop and disseminate exemplary practice.

The Christian Character of the School

- ◆ Ensure that the Christian ethos and vision of this Church of England school is clearly articulated, shared, understood and acted upon effectively by all.
- ◆ Demonstrate Christian vision and values in everyday work and practice.
- ◆ Ensure the school operates within agreed Local Authority and Diocesan guidelines and that effective liaison exists between the school, the Local Authority and the Diocese of Exeter.
- ◆ Promote the school and develop effective relationships with the wider community, including our parish church and other local faith groups.

Person Specification

School Name	Great Torrington Bluecoat C of E Primary School
Job Description	Headteacher
Pay Range	L12 - L18 (£61,882 - £71,019)
Responsible to	The Governing Body, The Local Authority and the Diocese

The Governing Body of Bluecoat C of E Primary School is focused on ensuring that the school provides an excellent and empowering environment for learning. We have very high aspirations and are looking for a Headteacher that can both deliver and further develop our vision for a high quality, inclusive education for all.

The successful applicant will have the following characteristics:

QUALIFICATIONS AND TRAINING	Essential	Desirable
Qualified Teacher Status	✓	
Degree	✓	
Senior Leadership Development (e.g. National Professional Qualification for Headship (NPQH) or similar)		✓
Up to date safeguarding training (e.g. DSL and safer recruitment training)	✓	

QUALITIES AND KNOWLEDGE	Essential	Desirable
Hold and be able to articulate clear values and moral purpose, focused on providing an outstanding education for all pupils	✓	
Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.	✓	
Lead by example - with integrity, creativity, resilience, and clarity - drawing on own scholarship, expertise and skills, and that of those around them.	✓	
Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.	✓	

Work with careful judgement and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.	✓	
Communicate compellingly the school's vision and drive the strategic leadership of that vision, empowering all pupils and staff to excel.	✓	

PUPILS AND STAFF	Essential	Desirable
Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.	✓	
Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.	✓	
Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.	✓	
Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.	✓	
Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.	✓	
Hold all staff to account for their professional conduct and practice.	✓	

SYSTEMS AND PROCESSES	Essential	Desirable
Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.	✓	
Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.	✓	
Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.	✓	
Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions in relation to the school's improvement strategy and holding the Headteacher to account for pupil, staff and financial performance.	✓	

Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.	✓	
Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.		✓

THE CULTURE OF CONTINUED IMPROVEMENT	Essential	Desirable
Create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.	✓	
Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.		✓
Question educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research.		✓
Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.	✓	
Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.		✓
Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people's lives and to promote the value of education.	✓	
Specifically incorporate an emphasis on environmental issues into all decision making within the context of our school vision.	✓	

THE CHRISTIAN CHARACTER OF THE SCHOOL	Essential	Desirable
Know and understand the roles and responsibilities of the Headteacher and governors in a Voluntary Controlled School.	✓	
Understand the importance of the school within the context of the life of the church, fostering a clear Anglican ethos enabling children and staff to flourish.	✓	