

Job description and Person Specification

Job description

Post:	Head Teacher
Salary & grade:	L21-27 plus TEFAT % Uplift
Line Manager/ Appraiser:	London Regional Director - TEFAT
Accountable to:	TEFAT

The range of duties and responsibilities for the post of Head Teacher is contained the School Teachers' Pay and Condition Document

Job Purpose

- To be responsible for the day to day and strategic professional leadership and management of the school; within the context of local and national guidance and legislation; and in consultation with the Trust.
- To lead, manage and organise the strategic direction of the school to meet its aims and targets
- To evaluate the school's performance (working with others) and identify the priorities for continuous improvement and raising standards
- To promote an environment which achieves high standards in all areas of the school's work
- To work strategically with the Head Teachers and senior leaders across the Trust
- To build links and partnerships with the local community and educational organisations.

Key Priorities

- To develop and promote the vision and ethos for the school.
- To ensure that pupils are well prepared for the next phase of their education
- To raise attainment in all subjects and improve levels of progress to beyond national expectations, with a particular emphasis on matched levels of progress in English and Maths and all other subjects.
- To continually improve the quality and consistency of teaching and learning, pace, pitch and challenge and the use of effective assessment data to accelerate progress.
- To lead and develop leaders at the school to enhance their impact on pupil progress.
- To work with other Head Teachers and senior leaders across the Trust to improve all aspects of pupil and staff experiences within school and The Elliot Foundation.

a) Shaping the Future

- To work with the staff and the Trust in reviewing and developing a school improvement and checking plan that aims to raise levels of achievement and expectation for all pupils and that creates the conditions necessary for all pupils to learn effectively, make progress and feel proud of their achievements in line with our school and Trust philosophy.

b) Leading our Teaching and Learning

- To provide inspiration and strong strategic leadership to the teaching team.
- To ensure that school continues to deliver the highest standards of learning and progress across all year groups and for all groups of pupils.
- To develop the curriculum within the context of statutory requirements, to meet the needs and aptitudes of all the pupils.
- To lead and advise school leaders in line with agreed school and TEFAT policies and new developments.
- To provide an environment where all pupils achieve their best, make significant progress and overcome any potential barriers to achievement or educational disadvantage based on class, gender, disability or ethnic origin.
- To regularly monitor the progress of pupils in the school and provide reports for parents/ carers, Community Council and the Trust.
- To develop knowledge, skills and application to meet the needs of our pupils and staff within the global context of the 21st century and beyond.
- To ensure targets and progress for pupil attainment agreed with the Trust are met.

c) Developing Self and Working with Others

- To lead, supervise and participate in any arrangements for the performance appraisal of teaching and support staff, within agreed TEFAT and national frameworks.
- To ensure that all staff at school have access to advice, CPD and induction appropriate for their needs and the needs of our pupils.
- To brief and update colleagues on relevant policy and practice through briefings, meetings, workshops; use Google and technology effectively.
- To lead and facilitate relevant CPD within and beyond school.
- To be an exemplary role model throughout school and across TEFAT.
- To regularly review own practice, set personal targets and take responsibility for own CPD, seeking advice and support from others within and beyond TEFAT.

d) Leading and Managing school

- Within the framework of our Equal Opportunities Policy and in partnership with the Trust to participate in the selection and appointment of school staff.
- To effectively manage and deploy all teaching and support staff resources and allocate duties in accordance with their conditions of employment.
- To be responsible for school staff timetables, duties, calendar and day-to-day organisation.
- To make available to staff information about their work and performance where this is relevant to their future employment.
- To provide regular, timely and useful reports to the Trust on all aspects of the school's performance as required or specified.
- To lead and manage the financial and human resources effectively and efficiently to achieve our educational vision and priorities.
- To manage the day-to-day safeguarding, security and effective supervision of the site, buildings, their contents and of the grounds.
- To lead and manage all aspects of Health and Safety.
- To ensure that key policies are monitored and reviewed appropriately.

e) Securing Accountability

- To lead the collection, use and analyse a rich set of data to understand the strengths and weaknesses of all strands of our work and performance at school.
- To check, evaluate and track pupils' learning to ensure pupils across school make more than expected progress.
- To engage the school community in the systematic and rigorous self-evaluation of all aspects of our work through compiling relevant data and analysing performance using statistical analysis.
- To observe, support and challenge colleagues at work to improve their practice and to inform future improvement.
- To ensure that very high standards of professional performance are established and maintained acknowledging excellence and challenging underperformance at all levels
- To ensure individual staff accountabilities are clearly defined, understood, agreed and met

f) Strengthening Community

- To actively foster and maintain the diverse multi-cultural ethos within school, and take account of the cultural needs of pupils from all the communities.
- To take responsibility for leadership of extended/ enrichment activities. This includes ensuring a range of community based learning experiences and collaboration with other agencies to ensure pupil and community needs are met.
- To lead public events in liaison with the relevant parties.
- To support school in fostering effective communication, partnership and successful outcomes.
- To ensure that the pastoral care of pupils builds on existing good practice and takes account of pupil's differing social and cultural backgrounds.
- To promote exemplary behaviour among the school community in accordance with the positive behaviour and anti-bullying policies of school and the Trust.
- To encourage pupils to have a clear understanding of values, self-discipline, self-respect, and respect for others.
- To establish positive relationships with all pupils in the school.
- To develop and encourage positive relations with parents/ carers in all communities.
- To ensure parents/ carers are given regular and accessible information about the curriculum, the progress of their child/child entrusted to their care and other matters educational and social matters.
- To actively involve and welcome parents/ carers into all aspects of the life of school
- To develop effective links with the community to extend the curriculum, enhance teaching and broaden learning opportunities
- To liaise where appropriate with other schools (within and beyond TEFAT) and educational organisations, to share and/or adopt good practice.
- To support and assist pupils in making a successful transfer to secondary education
- To ensure that strategic planning takes account of the diversity, values and experience of the school and local community
- To actively promote school and The Trust as a centre of excellence for education and families in the local community

g) Safeguarding

- To assume the role of DSL and supervise the work of the other designated DSLs.
- To lead and manage staff induction and CPD to ensure best practice in all strands of safeguarding
- To review the school's safeguarding policy and procedures annually.

Other Duties

- To undertake any other reasonable duties that may be required from time to time commensurate with the post of Head Teacher.

The Trust expects all employees to have a full commitment to the equal opportunities policy and an acceptance of personal responsibility for its practical application. All employees are required to comply with, and promote, the policy and to ensure that discrimination is eliminated within the service to the pupils and their parents/ carers. The school is committed to the safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children, Keeping Children Safe in Education and Safer Recruitment in Education legislation.

Review

This job description is not exclusive and may be amended from time to time by agreement between the Head Teacher and representative from the Trust. The job description will be reviewed annually.

Person Specification

	Essential	Desirable
Education and Qualifications		
Degree Qualified Teacher Status	X	
NPQH or equivalent CPD		X
Evidence of continued CPD, reflective practice and research	X	
Knowledge and Experience		
Leadership experience in primary schools (as a Headteacher, Deputy Head or Vice Principal) with track record of transformational change	X	
A proven track record of providing vision and leading change and effective improvement strategies to raise standards for all abilities	X	
Use of innovative approaches and latest technologies in the development of teaching and learning, including assessment for learning	X	
Successful management of school self-evaluation, improvement planning and target setting	X	
Experience and knowledge of Ofsted inspection processes	X	
Leadership in staff professional development	X	
Leadership in pastoral/pupil personal development, within a robust whole academy safeguarding culture	X	
Successful partnership working with other schools, relevant service agencies and stakeholders	X	
Successful experience of human and financial resource management		X
Thorough knowledge and understanding of national priorities, current curriculum developments and an ability to design and implement an innovative curriculum based on pupils' needs	X	
Demonstrable knowledge and understanding of equality issues and legislation	X	
Experience of organising collaborative partnerships with other service providers to meet the needs of the whole child	X	
Professional Skills		
Ability to think and plan strategically and to monitor, evaluate and review all aspects of the school	X	

Commitment to a pupil centred approach to the delivery of the curriculum, ensuring inclusive learning	X	
Demonstrable ability to lead, motivate, develop and inspire staff and to encourage family and community involvement	X	
Ability to analyse and interpret data and set challenging but realistic performance targets	X	
Ability to work effectively as part of the academy team and with the Central Trust team, school leaders across the Trust, community councillors, trustees, pupils, parents/carers, stakeholders and partners beyond the education sector	X	
Highly developed communication and interpersonal skills, with the passion, presence and credibility to lead, empower and inspire a wide range of stakeholders	X	
Personal Qualities		
Able to demonstrate commitment to the values and behaviours which flow from The Elliot Foundation Academies Trust Values and ethos	X	
Able to self reflect and challenge existing thinking across the Trust constructively	X	
Able to take responsibility and take action ensuring high expectations of self and others, including courage, challenge and integrity	X	
Proactive and positive approach	X	
Resilience; the ability to work under pressure and meet deadlines	X	