

West Denton Primary School (WDPS)

Hillhead Road, West Denton, Newcastle upon Tyne, NE5 1DN

t: 0191 267 4211

e: admin@westdenton.newcastle.sch.uk

w: www.westdenton.newcastle.sch.uk



Post Title:	Head Teacher
Pay scale:	Leadership Group range L18-21a
Responsible to:	CEO and the Board of Trustees
Responsible for:	Providing strategic leadership, vision and direction for the development of the school. Organising and managing the school and staff team to deliver the highest possible standards in learning and teaching.

Job Purpose

To:

- Lead the strategic development of the school
- Lead by example, providing inspiring and purposeful leadership
- Work with the CEO, Trustees, Local Governing Body, staff, pupils, parents and the wider communities to develop, promote and deliver the vision, values and ethos of the school
- Develop, with the CEO and local governors of the school, a strategic plan, including agreed objectives and operational plans, priorities and targets for the development of the school
- Deliver the strategic plan, supporting the staff, leading and monitoring progress against the plan
- Identify priorities and targets, ensuring pupils achieve high standards and make progress, increase teacher effectiveness and secure school improvement
- Establish and deliver financial plans.

Ensure that all those involved in the school are committed to their aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.

Main responsibilities

The following list is typical of the level of duties, which the Head Teacher will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

- **Leading teaching and learning**
 - Ensure that every child receives high quality teaching and learning, and relentlessly drive improvement.



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- **Curriculum**

- Sustain the innovative curriculum present in school and develop this further to embrace current curricular changes and to reflect the latest educational research
- Develop and implement future curriculum developments and assessment to support and raise attainment for all pupils
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that they meet with statutory requirements and are relevant to the needs of all pupils
- Maintain and develop effective links with the community to extend the curriculum and enhance teaching and learning, building on the reputation of the school in the area.

- **Standards and measurement**

- Have high expectations, uphold standards and set challenging targets for pupils and staff
- Monitor and evaluate teaching and learning and the standards of pupils' attainment, linking this to the appraisal process
- Promote excellence using assessment and performance data to challenge and remedy underperformance.

- **Culture, ethos and behaviour**

- Determine, organise and implement a policy for the personal, social and moral development of all pupils in the school; to include promotion of British Values
- Maintain an environment and a code of conduct to promote and secure outstanding teaching and learning
- Determine and implement policies which promote:
 - self-discipline
 - regard for authority and the law
 - good conduct and behaviour
 - Inclusion and equality of opportunity for all.

- **Lead and manage the organisation**

- Create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development
- Lead, motivate, support, challenge and develop staff to secure improvement
- Lead in the recruitment and selection of teaching and non-teaching staff across the school



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- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment
- Implement and sustain effective systems for the management of staff performance, incorporating appraisal and target setting resulting in high levels of achievement
- Lead, co-ordinate and monitor the continuing professional development of all staff, including the induction of newly qualified teachers, based on assessment of needs
- Ensure that professional duties are fulfilled, in accordance with teacher standards including those for head teachers
- Delegate leadership and management functions appropriately
- Develop good working relationships with the CEO, trustees, local governors, staff, pupils, parents and the community
- Develop and implement appropriate policies and practices.

- **Efficient and effective deployment of staff and resources**

The Head Teacher will deploy staff and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context and will:

- Set appropriate priorities for expenditure, allocation of funds and effective administration and control by:
 - effective management of the school's budget
 - rational allocation and monitoring of time, space and material resources linked to the improvement plan
 - ensuring effective and safe arrangements for the storage of material and equipment
- On a day-to-day basis, manage and organise the premises efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations
- Ensure effective working relationships with external agencies and services contracted to the school, the board of trustees and the local governing body
- Work with governors and senior colleagues to recruit and retain staff of the highest quality
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

- **Accountability**

The Head Teacher will be accountable for the efficiency and effectiveness of the school to the board of trustees, local governors and community, and will:

- Hold staff appropriately to account so that they assume an active role in ensuring the continued success of the school and wider Trust



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- Present a compelling and accurate account of the school's performance in a form appropriate to the range of audiences, including trustees, local governors, the local community, OFSTED, and others to enable them to play their part effectively
- Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they all make in supporting children's learning
- Provide information, objective advice and support to the local governing board to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money
- Ensure the school is committed to safeguarding and promoting the welfare of children so that the school's practices, policies and procedures reflect this
- Implement the monitoring of all procedures to determine they meet the statutory requirements.

