

Job Description: Headteacher (Primary)

Job Purpose

Provide clarity of vision and dynamic leadership. Working in partnership with parents and staff, deliver aspirational and excellent education, enabling all to achieve their full potential and a safe, secure and happy environment.

Base: Castleside Primary School

Responsible to: Chief Executive Officer

Main Responsibilities

Strategic Leadership

Create a shared vision and strategic plan which inspires and motivates pupils, staff, and others in the school community.

Develop and monitor the School Improvement Plan. Inspire, challenge, and motivate others to take forward the strategic plan.

Work successfully with relevant agencies to promote the school and foster the well-being and achievement of pupils and staff, including preparing pupils for transition.

Managing People

Lead, motivate, support, challenge and develop staff, so that they can reach their full potential whilst adhering to relevant Trust policies and procedures.

Ensuring individual staff accountabilities are clearly defined, understood and agreed. Implement successful performance management processes and continuing professional development programmes for all staff.

Recruit and induct new staff as required. Deploy the staff team appropriately and support them in managing their workload effectively.

Ensure that all staff are engaged with the school's strategic priorities, and the development of the school's aims and objectives, through effective communication across the whole school community, whether they be teaching or support staff.

Managing Resources

Ensure that pupil safety is at the centre of all of the school's activities, ensuring full compliance with health and safety regulations.

Ensure school buildings and facilities meet the needs of pupils and staff, and are of the highest standard of cleanliness and repair.

Promote creativity, innovation, and the use of appropriate existing and new technologies to achieve excellence.

Agree appropriate priorities for expenditure, allocating funds and monitoring the effective administration and control of school budgets in line with Trust policies and procedures.

Explore and develop additional sources of funding.

Ensure that all safeguarding procedures are followed.

Leading Teaching & Learning

Assume responsibility for ensuring high standards of teaching and learning to ensure that every child can reach their full potential.

Demonstrate personal commitment and enthusiasm for the learning process, including teaching as necessary and appropriate, providing a model of the standards expected of all teachers within the school.

Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in all pupils' learning.

Celebrate success in all aspects of school life, and ensuring that an atmosphere is created where every child can succeed and achieve, through high quality and personalised learning experiences for pupils of all backgrounds and abilities.

Implement strategies which encourage high standards of behaviour, attendance, and pupil welfare.

Oversee the curriculum and its development, fostering outstanding working practices, and encouraging debate and new learning amongst teaching and support staff.

Partnerships & Community

Develop a positive working relationship with Governors and Trustees, providing information and consulting on decisions as required.

Develop and present a clear and accurate account of the school's performance to a range of audiences including Trust Directors, Chief Executive Officer, Governors, Parents/ Carers and OFSTED.

Represent the school in meetings and in liaison with parents, members of the community, the Trust, LA and a wide range of other organisations and agencies.

Working in partnership with all parents, carers, and the wider community to deliver the vision and development of the school, and to enhance the education of all pupils.

Professional & Personal Responsibilities

Be keenly aware of the responsibility for safeguarding children at all times.

Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

Contribute to the development of education through sharing effective practice; working in partnership with other schools to share learning and contribute to new initiatives, including learning from each other and current research.

Ensure that all legal requirements, including Child Protection and Health and Safety, are fulfilled.

Operate at all times within the National Standards for Headteachers, the statutory framework for professional duties of teachers, and the policies and procedures of the Trust.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined by the Chief Executive Officer from time to time, up to or at a level consistent with the main responsibilities of the job

Person Specification: Headteacher (Primary)

Criteria	Essential	Desirable	Method of Assessment
Qualifications and training	Degree Qualified Teacher Status Recent leadership/management professional development	Higher degree/qualification in education and/or management (e.g. NPQH)	Application form
Experience	Successful substantive experience at Senior Leadership level within the primary age range (at least 3 years). Teaching experience in more than one Key Stage Experience of successfully delivering significant change Track record of improving teaching and learning Experience of adapting teaching to meet the needs of pupils with SEND. Significant contribution (with evidence of impact) to the professional development of other colleagues in school	Experience of leadership and/or teaching at more than one school. Experience as a SENCO. Experience as a Designated Safeguarding Lead and promoting safeguarding procedures in a school. Experience of mixed age planning.	Application form, References
Professional Skills & Knowledge	Excellent communicator with strong interpersonal skills (written, verbal, influencing & negotiation skills). High level ICT skills Knowledge of whole school financial management	Experience of securing additional funding sources Successful management of budgets. Experience of procuring services and ensure best value of the school's resources	Application form, Interview/ Assessment, References

	<p>Ability to analyse and evaluate school self-evaluation processes including the use of external and internal data in order to accurately prioritise strategic leadership objectives</p> <p>Detailed knowledge of the structure and content of the primary National Curriculum and Early Years Framework</p> <p>Understanding and knowledge of current issues in education, including the current Ofsted Inspection Framework</p> <p>Proven advanced leadership and people management skills including ability to hold others to account.</p> <p>Evidence of being able to build and sustain effective relationships with children, staff, Governors, parents and the wider community</p> <p>Understands and acts on responsibility for the safeguarding and welfare of pupils</p>		
Personal attributes	<p>An inspirational leader, determined with sound judgement and strong negotiation/advocacy skills</p> <p>High level of personal effectiveness including good organisational, planning and prioritisation skills and ability to meet deadlines</p> <p>Vision and drive to be able to inspire others to make positive changes</p> <p>Personal resilience including ability to work effectively under pressure and responding positively to change</p> <p>Suitability to work with children</p> <p>Ability to drive between Trust sites or access to mobility support</p>		<p>Application form,</p> <p>Interview/</p> <p>Assessment,</p> <p>References</p>