



Head Teacher

Primary School, Melton Mowbray, Leics

The core purpose of this role is:

To provide professional leadership and management to the school that will promote a secure foundation from which to achieve high standards in all areas of the school and Trust's work.

To achieve success, the Head Teacher will:

- Work in collaboration with other leaders across the Trust
- Promote excellence, equality and high expectations of all students
- Provide vision, leadership and direction
- Create a safe and productive learning environment which is engaging and fulfilling for all students
- Effectively manage teaching and learning
- Deploy resources to achieve the school's aims
- Evaluate performance and identify priorities for continuous improvement
- Carry out day to day management, organisation and administration
- Secure the commitment of the wider community

Strategic direction and shaping the future

1. Work with the Trust Leadership Team to ensure the vision of the trust is clearly articulated, shared, understood and acted upon effectively by all.
2. Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
3. Demonstrate the vision and values in everyday work and practice.
4. Motivate and work with others to create a shared culture and positive climate.
5. Ensure that strategic planning within the school takes account of the diversity, values and experience of the school and the community and fits in accordance with the Trust strategy.

Managing the organisation

1. Create an organisational structure that reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
2. Produce and implement clear, evidence-based improvement plans for the development of the school and its facilities.
3. Ensure that Trust policies, practices and ways of working are implemented within the school.
4. Work with the Head or HR to recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the vision and goals of the Trust.
5. Implement successful performance management processes for all staff.
6. Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

7. Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.

Leading Learning and Teaching

1. Ensure a consistent and continuous focus on students' achievement, using data and benchmarks to monitor progress in every child's learning.
2. Ensure that learning is at the centre of planning and resource management.
3. Ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.
4. Demonstrate and articulate high expectations and set stretching targets for the whole school community.
5. Maintain and develop high standards of behaviour and attendance.
6. Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework in line with the Trust's expectations.
7. Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students.
8. Monitor, evaluate and review classroom practice and promote improvement strategies.

Developing self and working with others

1. Regularly review own practice, set personal targets, taking responsibility for own personal development.
2. Maintain and develop effective strategies and procedures for staff induction, professional development and performance reviews.
3. Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture.
4. Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
5. Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
6. Build a collaborative learning culture within the school and actively engage with other schools within the Trust and outside of the Trust to build effective learning communities.
7. Manage own workload and that of others to allow an appropriate work/life balance.

Securing accountability

1. Work to the Trust's expectations in terms of accountability
2. Develop the school ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
3. Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
4. Work with others in the wider Trust (providing information, objective advice and support) to enable it to meet its responsibilities.
5. Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers and the community.

Strengthening community

1. Maintain the culture and continue to develop the curriculum that takes account of the richness and diversity of the school's communities.
2. Ensure learning experiences for students are linked into and integrated with the wider community.
3. Ensure a range of community-based learning experiences.
4. Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families.
5. Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development.
6. Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
7. Co-operate and work with relevant agencies to protect children.

Person Specification

Qualifications	Essential	Desirable
Educated to degree level	✓	
Holds Qualified Teacher Status	✓	
Experience		
Varied experience and understanding of teaching and learning across the primary age range	✓	
Previous recent experience as a senior leader in a school showing improvements in progress	✓	
Proven track record of successful senior leadership	✓	
Experience that can be evidenced, of raising achievement	✓	
Experience of effectively monitoring and evaluating teaching and learning and securing improvements through others	✓	
Experience of successfully leading and managing people	✓	
Experience of contributing to self-evaluation and school improvement	✓	
Experience of leading training and other staff development activities	✓	
Experience of coaching, mentoring and leading	✓	
Performance Management/Appraisal	✓	
Budget management	✓	
Experience of working with and engaging the involvement of external partners, governors, parents and the wider community	✓	
Professional Knowledge and Understanding		
Demonstrates exceptional understanding of the skills and attributes involved in effective teaching and can evidence where they have secured good progress of students	✓	
Understands external measures such as the current Ofsted framework and national progress measures	✓	
Demonstrates up-to-date knowledge of effective strategies to secure progress and improvement in a primary setting	✓	
Can demonstrate a thorough understanding of issues related to attainment and progress of different groups of students across Key Stages and particularly in Year 6	✓	
Ability to motivate, lead and manage people to work both individually and in teams	✓	
Ability to implement change and plan strategically	✓	
Understanding, analysis and interpretation of school performance data	✓	
Ability to use data to determine strategies for improving outcomes for students	✓	

Ability to prioritise, work under pressure and meet deadlines	✓	
Demonstrates knowledge and understanding of safeguarding and child protection issues and procedures, including both statutory requirements and best practice	✓	
Knowledge of relevant statutory requirements relating to schools		✓
Sound up to date knowledge of developments in education, teaching and learning and best practice.	✓	
Knowledge of the principles of financial management in academies.		✓
Basic knowledge of health and safety and employment law.		✓
Professional Skills and Abilities		
Proven track record as an excellent teaching practitioner	✓	
Demonstrates a creative and original approach to planning, developing and designing a curriculum	✓	
Has a thorough knowledge of the features of good / outstanding schools and has the ability to implement successful strategies to reach these standards	✓	
Understanding of effective strategies for school improvement and ability to implement to secure improved outcomes	✓	
Must be able to analyse and use comparative data effectively to assess class, individual and whole school performance and progress	✓	
Is able to use technologies effectively and appropriately to improve whole school learning outcomes	✓	
Must be able to work collaboratively and effectively in a team	✓	
Can interpret and communicate data effectively and accurately and can use data to inform where interventions or specialized teaching strategies may be required	✓	
Personal Qualities		
Can successfully engage parents and carers in order to encourage their close involvement in the education of their children	✓	
Demonstrates passion and enthusiasm for driving improvements to maximise students' life chances	✓	
Must have a high level of communication skills both orally and in writing	✓	
Must be able to manage own work load effectively and respond swiftly to tight dead lines	✓	
Demonstrates excellent interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Demonstrates personal commitment to professional development linked to the competencies necessary to deliver the requirements of this role	✓	
Other		
Understands and actively promotes the benefits of diversity within the Trust	✓	
Is fluent in the use of the English language	✓	