



Achievement, Bravery, Compassion

HEAD TEACHER JOB DESCRIPTION AND PERSON SPECIFICATION

THE ROLE

This is an exciting opportunity for an energetic and highly committed leader to take our friendly and caring school on the next stage of its journey; achieving high standards for all, whilst maintaining our strong commitment to inclusion. A collaborative approach and a passion for continuous improvement, high standards and for inclusion are essential.

THE JOB DESCRIPTION

The core purpose for the Head Teacher is to provide the professional leadership of the school, taking responsibility for the internal organisation, management and day-to-day operation. They will be expected to build and motivate both teaching and non-teaching staff, and will be responsible for the school's performance and its future direction within the strategic and accountability framework agreed with the Trust and with governors. The post-holder will also be expected to contribute to improvement across the Trust, working collaboratively with other senior leaders in the Trust. The Head Teacher is line managed by the Chief Executive of Langley Park Learning Trust and is also accountable to the school's governing body, who are in turn accountable to the Trust Board.

The Head's specific responsibilities are:

1. Educational Leadership

- 1.1 Live and embody the '[Headteachers' Standards](#)', including upholding and demonstrating the seven principles of public life
- 1.2 Promotion of excellence in teaching and learning to ensure both academic progress and the creative, physical, spiritual and social development of the pupils of all abilities and backgrounds
- 1.3 Recruitment, selection, appointment and development of teaching and support staff
- 1.4 Evaluation of the standards of teaching and learning, ensuring that high standards of professional performance are established, appraised and maintained
- 1.5 Ensuring pupil assessment and performance systems operate effectively and appropriate targets for improvement are set for all pupils, including those who attend our additionally resourced provision
- 1.6 Promotion of self-discipline, good behaviour and enjoyment of learning
- 1.7 Creation of a stimulating community, encouraging enquiring minds and the development of lifelong learning skills that prepare children for success at secondary school
- 1.8 An interest in, and passion for, improving outcomes for children with SEND
- 1.9 Provision of a safe and secure environment that safeguards the well-being, health and safety of the children and staff, whilst promoting equality and diversity

2. Strategic leadership

- 2.1 Develop and articulate, in consultation with the wider Trust and local governors, an inspiring and forward-looking vision and strategy for the school, which enthuses and motivates the whole school community and drive continuous improvement in what the school offers pupils



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- 2.2 Ensure the Trust and local governors are informed and briefed on all relevant matters in a timely manner
- 2.3 Work collaboratively with the team of fellow Trust Head Teachers and the Trust's central team
- 2.4 Work with the Trust and local governors to build relationships with the wider community, including other local schools
- 2.5 Maintain the vision and standards through any periods of significant change

3. Financial management and oversight

- 3.1 Set an annual budget in consultation with governors and the Trust's finance team, and oversee the school's operation within that budget

4. Communications

- 4.1 Develop strategies to maintain the profile of Hawes Down as a primary school of choice locally
- 4.2 Ensure good communications between the school and parents and carers of current and potential pupils
- 4.3 Develop effective relationships between Hawes Down and other schools in the Trust and the wider community

THE PERSON SPECIFICATION

The Candidate should demonstrate:

- 1. A real passion for the education of all children, including those with SEND.
- 2. Excellent organisational skills
- 3. The ability to drive and manage change effectively, including engaging staff in this process
- 4. Experience of leading and managing people, including teaching staff, non-teaching and administrative staff
- 5. Experience of developing a team and sustaining positive relationships
- 6. Commitment to raising educational standards and offering a breadth of educational experience
- 7. Ability and willingness to work collaboratively with other schools and stakeholders
- 8. Ability to manage the financial and business aspects of the school, including funding for children with SEND
- 9. Integrity and independence of thought, with a passion for keeping up-to-date with research and evidence on what improves outcomes for children
- 10. High level thinking skills, emotional intelligence and sound judgement
- 11. First class written and oral communication skills
- 12. A warm, open and approachable style
- 13. Energy, confidence, dynamism, stamina and an optimistic outlook



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REMUNERATION

The Head Teacher's salary is determined by the size of the school. The salary range for this role is L18 - L24 (£67,495 - £77,462). We anticipate that the salary offered will reflect previous experience and qualifications and the considerable responsibility to be taken by the new post holder.

HOW TO APPLY

The application form must be used and submitted alongside your supporting statement. The supporting statement should include your reasons for applying for this post and show how your qualifications, experience, skills and qualities support your application.

To arrange a visit to the school please contact the school on 020 8777 4174 or via email on office@hdps.org.uk. If you would like to discuss this role with the Chief Executive of the Trust then please contact Rachael Cooper on rcooper@lplt.org.uk to arrange.

Applications must be received by Monday 31st January 2022 at 12 noon
Please send completed application form to Rachael Cooper: rcooper@lplt.org.uk

Interviews will be held on Monday 7th and Tuesday 8th February 2022.

Langley Park Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced Disclosure & Barring Service check.