



Hawkedon Primary School



Headteacher

Job description and Person Specification

Mission statement and overview of Hawkedon Primary School

Hawkedon's objective is to be "school of choice" in our local area where children develop into confident, caring lifelong learners. We aim to guide all children to achieve well academically but we ensure that our children become responsible citizens of the 21st Century through the values-based curriculum that we offer.



There are a wide range of after school clubs and activities on offer which enhance the opportunities available, and we have a dedicated and experienced team who work tirelessly to ensure that all our children have a highly positive experience at the school.

Our school is one of the largest schools in Wokingham and has 632 children on roll. Although large, we ensure that the school is welcoming, friendly and provides a community feel so that all children and parents feel valued and part of the school.



We work in an alliance of schools, The Schools' Learning Alliance, to further enhance and support our school. There are currently 35 schools in our Alliance which share expertise and guidance to improve the education for all children in the local area. The school has also recently voted to join a Multi-Academy Trust which will provide Hawkedon with the opportunity to share resources with many other schools and focus more on teaching and learning.

Job Description

Overview

The core purpose of the Headteacher is to provide professional leadership and management for a school. This will promote a secure foundation from which to achieve high standards in all of the school's work. To develop the potential of all pupils, the Headteacher will ensure that the school focuses on personalised learning. The school's culture promotes excellence, equality, consistency and high expectations with results which create confident and successful learners and responsible citizens; the Headteacher has a key role in setting this ethos.



The Headteacher is the leading professional in the school. Accountable to the governing body, the Headteacher provides vision, leadership and direction for the school and ensures it is managed and organised to meet aims and targets.

The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement; raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships, with for example; schools, other services and agencies for the children, the Local Authority, higher education institutions and employers. Through such partnerships and other activities, Headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards, locally. Drawing on support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment, which is engaging and fulfilling for pupils.

Job Description

Hawkedon Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects every member of staff and volunteers to share this commitment.

The Headteacher carries out duties in line with the conditions of employment as set out in the current School Teacher's Pay and Conditions document, the National Standards for Headteachers and the policies and procedures of the Governing Body.

Main Purpose

To provide professional strategic leadership of Hawkedon Primary School which secures its continued success and improvement, ensuring high quality education for every pupil with excellent standards of learning and achievement.



Job Description

1. Qualities and Knowledge

- Hold and articulate clear values and moral purpose, focused on providing an excellent education for every pupil at Hawkedon Primary School.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.
- Be an inspirational leader who recognises and motivates emerging talents in the school community and can build open, productive relationships with all stakeholders.
- Lead by example – with integrity, creativity, resilience and clarity – using the expertise and skills of the whole school community within the school and beyond.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- Communicate the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.
- Excellent communication and interpersonal skills with an ability to communicate effectively to a wide range of different audiences.



Job Description

2. Pupils and Staff

- Demand ambitious standards for every pupil, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- To create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other.
- Ensure that teaching methods consider each pupil's needs and are modified and adapted to ensure high level of engagement and success for every child.
- Promote the spiritual, moral, cultural, mental and physical development of all pupils and staff.
- Encourage pupils to show kindness, empathy, compassion and value diversity.
- Encourage pupils to be confident, independent, risk taking and resilient, displaying a thirst for learning.
- Maintain an educational culture where best practice is shared within and between schools in the Schools Learning Alliance, drawing on and conducting relevant research and robust data analysis.
- Ensure an ethos where all staff are motivated and supported to develop their own skills and subject knowledge and support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff accountable for their professional conduct and practice.
- Ensure staff well-being and celebrate success.



Job Description



3. Systems and Processes

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Maintain and ensure rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Welcoming strong governance and actively support the governing board to understand its role and deliver its functions effectively to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the schools' sustainability.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct role and responsibilities and hold each other to account for their decision making.

Job Description

4. Self-improving School System

- Create an outward-facing school which works with other schools (both in and out of the SLA) and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
- Ensure effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interest of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving school.
- Shape the current and future quality of the teaching professional through high quality training and sustained professional development for all staff.
- Inspire and influence others – within and beyond the school – to believe in the fundamental importance of education and to promote the value of education.



Person Specification

Hawkedon's Governing Body, staff and children are seeking to appoint a new Headteacher.

The successful applicant will be forward thinking, highly motivated and inspirational for both staff and children alike. They will have experience of successful leadership in a primary school setting. They will be enthusiastic, dynamic and resourceful in their approach to shape the development of the school and its staff, and will demonstrate a commitment to and genuine interest in the highest level of pastoral care.

Qualifications and experience

- A proven Headteacher or experienced and successful Deputy Head committed to inspirational learning and teaching.
- Qualified Teacher Status.
- NPQH accreditation or working towards.
- Evidence of a significant commitment to continued professional development.
- Proven successful primary teaching experience.
- Experience of strategic financial planning, operational budget management, best value principles and creativity in the use of limited resources.
- Knowledge and experience of working within a Multi-Academy Trust is desirable.



Shaping the future

- Has the ability to build and articulate shared vision and engage people to ensure a continued successful future.
- Has experience of working effectively in partnership with the Governing Body to enable the school to realise its vision.
- Thinks and acts strategically to plan for the future.
- Develops collaboration across schools with shared values



Person Specification

Leading, Teaching and Learning

- Evidence of providing inspirational, reflective and nurturing leadership to all staff.
- Experience of developing a broad and enriching curriculum, in which all pupils engage in their own learning and encourages them to become life-long learners.
- Demonstrates an understanding of how children learn and the effective use of teaching methods to establish a creative, responsive and reflective approach to secure excellent learning outcomes for every child.
- Proven track record of monitoring, evaluating and improving the quality of teaching and learning with high standards and expectations.
- Acknowledge excellence and challenge poor performance across the school for both pupils and staff.
- Can demonstrate the ability to use data, benchmarks and monitor progress and to set and achieve ambitious challenging targets which identify areas for improvements for every child.
- Is committed to and has a vision for ensuring inclusion and diversity to ensure equal opportunities for all.
- Is committed to promoting the spiritual, moral, cultural, mental and physical development of all pupils and staff.



Person Specification

Managing the organisation

- A confident and inspirational leader, who listens to and values the views of others; has a positive working relationship, with pupils, parents/carers, staff, and Governors.
- Encourages a caring feel to the school, where people are listened to and laugh together.
- Maintains a school ethos that enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for all outcomes.
- Experience of efficient and effective day to day running of the school to ensure a safe, secure, and healthy environment for all.
- Resilient and able to deal with demanding situations, maintain discipline, manage conflict, and make difficult decisions.
- Approachable and visible to staff, pupils, and parents/carers.
- Excellent communication and interpersonal skills with an ability to communicate effectively to a wide range of different audiences.
- Self-motivated with a high level of organisational skills and the ability to delegate and prioritise workload effectively.
- Demonstrates a commitment to safeguarding and ensuring the welfare and wellbeing of staff and pupils.
- Can evidence the ability to produce, implement and review a strategic school development plan.

Strengthening the community

- Evidence of leading by example to promote the school's vision and values for the pupils, staff, governors, and parents/carers of the school.
- Demonstrate a commitment to engaging with parents/carers and the wider community in a collaborative manner e.g. HPSA
- Value diversity and the unique place and contribution every individual makes to the learning community.
- Involve parents/carers and the community in enriching the learning experience of pupils.
- Can work with feeder pre-schools, secondary schools, and others to ensure effective relationships and transitions.



Accountability

- Ability to review, evaluate and present a coherent, understandable, and accurate account of the school's performance to stakeholders.
- Understanding of Ofsted Framework and statutory requirements.
- Ability to reflect on personal contribution to school achievements and take account of feedback from others.

Person Specification

OUR CHILDREN WOULD LIKE A HEADTEACHER WHO IS

- Able to keep us safe
- A good listener
- Curious
- Enthusiastic
- Fun
- Helpful
- Happy to talk
- Jolly
- Kind
- Organised
- Patient
- Resilient
- Sympathetic
- Displays Hawkedon values: ambition, responsibility, integrity, happiness resilience, cooperation, and respect

