



KEGWORTH PRIMARY SCHOOL

Job Description.

Job title: Head Teacher

L8 to L21

Responsible to: The Governing Body

Responsible for: All teaching and support staff

Job purpose: To provide professional leadership which secures, in consultation with the Governing Body, the success and improvement of the school, ensuring high quality education for the pupils and improved standards of achievement.

JOB SPECIFICATION

Safeguarding

- Take on the role of senior designated safeguarding lead and fulfil all associated duties as outlined in KCSIE.
- To have a thorough understanding and awareness of the importance of safeguarding to ensure that it is prioritised within the school.
- To demonstrate commitment to safeguarding by acting as a role model to all staff.
- To hold all staff and volunteers accountable for their contribution to safeguarding regulations and ensure that all policies and procedures are adopted and fully implemented.
- Ensure that sufficient resources and time are allocated to enable DSLs and other staff to discharge their responsibilities, including taking part in strategy discussions and other interagency meetings as well contributing to the assessment of children.
- Create a safe culture that supports staff and volunteers in raising concerns about poor or unsafe practice involving children and ensure these are dealt with sensitively and effectively in accordance with agreed policies and procedures.

Strategic Direction and Development of the school

- To work with the Governing Body to provide vision, purpose and leadership of the school, and secure effective teaching and successful learning and achievement by pupils.
- To review and implement the School Improvement Plan (SIP) which, through appropriate consultation, identifies suitable priorities and targets for ensuring that pupils achieve high standards and make progress.
- To ensure school improvement, the achievement of objectives and the educational success of the school.
- To ensure that the management, finance and administration of the school supports its vision and aims.
- To monitor evaluate and review the effectiveness of the school's policies and priorities.

Teaching and Learning

- To create and maintain an environment which promotes and secures outstanding teaching, effective learning, high standards of achievement, good behaviour and discipline.
- To implement, monitor, evaluate and review the curriculum and its assessment, to identify areas for improvement and set targets for the school and individual pupils.
- To develop effective links with the community and parents to extend the curriculum and promote pupils' achievements and personal development
- To promote respect and understanding of diverse cultures, languages and ethnic groups, including faith groups.
- To be an effective class teacher and undertake those responsibilities when required.

Leading and Managing staff

- To lead, motivate, support, challenge and develop staff to secure improvement.
- To ensure that effective working relationships are formed between staff and between staff and pupils.
- To implement and sustain effective systems for the review and performance management of staff.
- To motivate and enable teachers to develop expertise in their respective roles through continuing professional development.
- To ensure that the professional duties of staff are fulfilled.

Deployment of Staff and Resources

- To deploy staff and resources efficiently and effectively in line with the objectives in the School Development Plan and within the school budget.
- To ensure effective administration and control of resources.
- To manage and organise accommodation efficiently and effectively to meet the needs of the curriculum and health and safety regulations.
- To manage, monitor and review the use of available resources to improve the quality of education and secure value for money.
- To seek out additional funding where grants are available to the school and could be provided to further achieve the goals of the school.

Accountability

- To provide information, advice and support to the Governing Body to enable it to meet its responsibility for securing effective teaching and learning, and improved standards of achievement and value for money.
- To present an account of the school's performance in a form appropriate to a range of audiences – Governors, parents, local community, OFSTED, Education Services.
- To ensure that parents and pupils are well informed about the curriculum and targets for improvement.

This job description is based upon the Department for Education and Skills National Standards for Headship. It is not exhaustive, and the post holder may be required to undertake such duties as may be required by the governing body to meet the needs of the school.



Head Teacher Person Specification

	Essential	Desirable	Assessed by
Education/training/qualifications			
Qualified Teacher Status.	Y		App, Doc
National Professional Qualification for Headship (NPQH)		Y	App, Doc
Management training or qualification.		Y	App
Demonstrable commitment to continuing professional and personal development.	Y		App/ Int, Doc
Experience			
Experience of successful teaching	Y		App
Experience of teaching in more than one school.		Y	App
Experience of a range of responsibilities covering different aspects of school life which have had demonstrable outcomes for children.		Y	App
Experience of successfully leading and managing whole school change initiatives.	Y		App/ Int, Ref
Experience of raising achievement.	Y		App/ Int, Ref
Experience of monitoring and evaluating teaching and learning.	Y		App/ Int, Ref
Experience of developing relationships with the wider community.		Y	App
Experience of managing budgets successfully.		Y	App, Ref
Knowledge			
Understanding of the environment within which the school operates – at national and local level.	Y		Int
Knowledge of relevant statutory requirements relating to schools.	Y		Int
Sound up to date knowledge of developments in education, teaching and learning and best practice.	Y		Int

Understanding of how high quality performance management for all staff is linked to the school improvement	Y		Int
Up to date knowledge of child protection requirements and able to put this into practice.	Y		Int, Ref
Understanding of equal opportunities and able to put this into practice.	Y		Int, Ref
Knowledge of the principles of financial management in schools.	Y		Int
Basic knowledge of health and safety and employment law.		Y	App/Int
Competencies			
To think strategically and develop a vision for the school.	Y		Int
To think creatively and imaginatively to identify opportunities.	Y		Int
To set, monitor and evaluate targets.	Y		App, Int
To think analytically, making informed use of inspection, benchmarking and research findings.	Y		Int/Ex
To investigate problems, evaluate options, identify solutions, make and implement plans and monitor outcomes.	Y		App/Int, Ref
To use resources cost-effectively.	Y		Int/Ex
To work effectively within policies and procedures.	Y		Int, Ref
To make sound decisions, often under pressure and to tight deadlines.	Y		Int/Ex, Ref
High standard of written communication skills.	Y		App, Ex
To use numerical and financial data confidently.	Y		Ex
To communicate sensitively, clearly and persuasively with people at all levels.	Y		Int, Ex, Ref
To manage and motivate individuals and teams to achieve high standards of performance.	Y		Ex, Ref
To manage conflict effectively.	Y		Int, Ref
To develop and maintain collaborative relationships with a wide range of agencies and individuals.	Y		App/ Int, Ref
If required: To undertake the responsibilities of a class teacher.	Y		Ex, Ref
Personal attributes			

To command credibility and respect from all members of the school community.	Y		Int, Ex, Ref
Commitment to valuing cultural diversity	Y		Int
Emotional resilience.	Y		Int, Ref
Able to adapt to changing circumstances and new ideas.	Y		App/Int, Ref
To be an inspiring role model for staff and pupils.	Y		Ref
Able to achieve challenging professional goals.	Y		App/ Int, Ref
Other requirements			
Satisfactory Enhanced Criminal Records Bureau Disclosure.	Y		Doc

App	Application
Int	Interview
Ex	Exercise or activity
Ref	References
Doc	Documentary evidence