

# **KEINTON MANDEVILLE PRIMARY SCHOOL**



## **JOB DESCRIPTION – HEADTEACHER**

The duties outlined are in addition to those covered by the latest School Teacher's Pay and Conditions Document.

### **Job Purpose:**

The core purpose of the Headteacher is to provide professional leadership and management for the school and a secure foundation from which to achieve high standards in all areas of the school's work.

The Headteacher will establish a culture that promotes excellence, equality and high expectations of all pupils.

### **Main Duties /Responsibilities**

#### **LEADERSHIP**

- ensure the maintenance of high-performance standards
- ensure that the school is a self-evaluating institution with a robust system of quality assurance
- set an example of exemplary conduct and standards to all staff
- provide effective professional challenge and support to all staff
- manage all resources (budget, staff & facilities) and allocate them to support effective teaching and learning

#### **MANAGEMENT**

- carry out and review the School Development Planning process and report to Governors as appropriate
- implement the school performance management process, to ensure:
  - the annual performance management of staff
  - consistently high levels of performance and commitment from all members of staff
  - appropriate opportunities for professional development for all staff
- challenge underperformance at all levels with effective corrective action
- build and maintain excellent relationships with all School stakeholders
- managing the school's involvement in relevant networks
- take responsibility for the day to day running of the school (including Health and safety) and oversee the long-term upkeep, maintenance and development of the premises in conjunction with the local authority

## **CURRICULUM**

- lead the development and maintenance of an appropriate and inclusive curriculum, designed to reflect the best current educational thinking, practice and research
- ensure parents and pupils are well informed about the curriculum, attainment and progress
- keep up to date with developments within the curriculum, and liaise with all relevant outside agencies

## **TEACHING AND LEARNING**

- make sure teaching and learning ensures the highest standards in every pupil's learning
- develop and maintain high quality transition into Primary school and out to Secondary schools, especially for pupils with additional needs
- ensuring a consistent and continuous focus on pupils' achievement and well-being, with systems for recording individual pupils' progress, and effective use of data and benchmarks to monitor progress in every pupil's learning
- monitor, evaluate and review classroom practice and promote improvement strategies
- lead a programme of regular feedback to colleagues, including trainee teachers and Early Career Teachers, in a way which recognises good practice and supports their progress against professional and performance management objectives, resulting in a tangible impact on pupils' learning
- undertake some teaching duties at a level consistent with the needs of the school

## **SAFEGUARDING**

- act as lead Designated Officer for Safeguarding (supported by the Deputy head) and ensure that school policies and practices are in place and followed
- ensure that the highest standards of safeguarding are met in order to keep all children safe within the school
- actively encourage and support staff to ensure that a safeguarding culture is developed and sustained within the school

This Job Description is subject to review.

## Person Specification

	Essential	Desirable
<b>Qualifications and training</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• Qualified teacher status (QTS).</li> <li>• An enhanced DBS and barred list check.</li> <li>• Safeguarding experience and certification.</li> <li>• Recent and relevant professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further personal study or professional development.</li> <li>• A relevant leadership qualification or working towards, for example, the NPQH.</li> </ul>
<b>Experience</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• Substantial experience in a senior leadership role, e.g., as a headteacher, deputy or assistant headteacher or senior teacher.</li> <li>• Evidence of managing and making a substantial contribution to the effective management of change.</li> <li>• Evidence of successful implementation of strategies to improve teaching and learning to raise the standards of achievement for all pupils.</li> <li>• Evidence of effective teaching, assessment and target setting.</li> <li>• Experience of a significant area including the responsibility for raising standards across the whole school.</li> <li>• Successful team leadership.</li> <li>• An understanding of inclusive practices to support children and families and of supporting children with challenging needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of substantial successful school development planning.</li> <li>• Teaching experience including a variety of Primary age ranges and key stages.</li> <li>• Experience of financial issues, reporting and budget management.</li> <li>• Experience of working with governors.</li> <li>• Leadership in more than one setting.</li> <li>• Substantial leadership of the wider school workforce including teaching assistants.</li> </ul>

<b>Knowledge and understanding/ Leadership and Management</b>	<p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> <li>• Develop and implement strategies for school improvement, including data analysis, target setting and for improving the quality of teaching and learning.</li> <li>• Monitor performance management and manage effective professional development.</li> <li>• Effectively use ICT to support teaching and learning.</li> <li>• Manage pupils' behaviour and attitudes to learning.</li> <li>• Work in partnership with other schools and agencies in order to meet pupils' needs.</li> <li>• Engage parents in their children's learning and the work of the school.</li> <li>• Show their impact on successful curriculum development.</li> <li>• Have the ability to analyse and interpret complex data.</li> <li>• Thorough knowledge of the National Curriculum and experience of curriculum delivery, monitoring and assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate experience of success with a range of external partners.</li> <li>• Assisted or led in whole school curriculum design.</li> <li>• Experience of research- based curriculum design.</li> </ul>
<b>Personal Effectiveness and Skills</b>	<p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> <li>• Prioritise and manage time appropriately, with the ability to work under pressure and to deadlines.</li> <li>• Achieve challenging professional goals.</li> <li>• Take full responsibility for their own professional development.</li> <li>• Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas.</li> <li>• Create a positive personal impact, conveying authority, confidence and approachability.</li> </ul>	<ul style="list-style-type: none"> <li>• Have evidence of successful management of change which has had a major impact on staff development, teaching and learning.</li> </ul>

	<ul style="list-style-type: none"> <li>• The ability to inspire, challenge, motivate and empower others to implement the school vision over the short medium and long-term.</li> <li>• An outstanding classroom practitioner.</li> </ul>	
<b>Personal qualities</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• An excellent attendance and punctuality record.</li> <li>• The ability to develop and maintain positive relationships with colleagues and other members of the school community.</li> <li>• The ability to manage and resolve conflict.</li> <li>• Excellent time management skills and organisation.</li> <li>• A commitment to promote equality of opportunity and inclusion.</li> <li>• The ability to foster supportive relationships with both adults and children.</li> <li>• The ability to inspire, challenge, motivate and empower others and instil a 'can do' attitude.</li> <li>• Supportive, energetic, driven and confident.</li> </ul>	