

# Job Description



As well as the responsibilities set out below there may on occasion be reasonable requests for other duties not listed. These will always be within the scope of your role and capability.

<b>Job Title</b>	Headteacher	<b>Location</b>	Lyde Green Primary	<b>Hours</b>	1.00fte
<b>Reports to</b>	Director of Primary Schools	<b>Line Manages</b>	School SLT	<b>Grade</b>	L18 - L24
<b>Qualifications:</b>					
Qualified teacher status or other equivalent qualification with a good honours degree or equivalent will be essential, along with evidence of continuous professional development relevant to the post. A higher degree or management qualification (e.g NPQH) would be desirable.					
<b>Role Profile</b>					
<p>As Headteacher you will provide proactive and innovative leadership and management for the whole School. Reporting to the Director of Primary Schools, you will be responsible for all aspects of school improvement and setting the school's strategic direction. You will be expected to act as a role model to all students whilst upholding the school's values, and at all times promoting the safety and welfare of young people in accordance with CSET/school policies and procedures and any associated guidance.</p> <p>Embracing our collaborative culture of shared responsibility across our schools, you will work in collaboration with other Headteachers in the Trust to ensure that the overall strategic direction is achieved, to realise our ambition to provide a great education for every child.</p>					
<b>Person Specification</b>					
<p>The post-holder will be:</p> <ul style="list-style-type: none"> <li>● A proven experienced school leader who can articulate a strategic vision of excellence</li> <li>● A senior leader who can demonstrate proven success in primary education</li> <li>● Successful at implementing strategies for planning, monitoring and evaluating school improvement</li> <li>● A motivational individual who will inspire staff and pupils alike</li> <li>● Able to identify challenges and generate solutions</li> <li>● Committed to a collaborative management style respecting the views of all stakeholders</li> <li>● Someone committed to our ambition and will support every child regardless of their background, characteristics or abilities</li> <li>● A reflective, and pragmatic practitioner who shares knowledge and has a passion for continuous improvement</li> <li>● Someone who can build and maintain positive working relationships along with communicating with all stakeholders within the school, Trust and local community</li> <li>● Committed to the highest standards of behaviour and attendance</li> </ul>					

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- Someone with up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children and young people

## Key Qualities

### Self-management skills

Taking responsibility for your own professional development will be essential, so that you will be able to deal positively with pressure and work to deadlines so as to set and achieve challenging professional goals.

### Personal Qualities

You will have a presence and be able to create a personal impact due to your excellent communication and interpersonal skills. It will be essential that you can bring energy, dynamism and enthusiasm to the role along with self-confidence and an optimistic attitude. Your tenacity and resilience will be enabled by a compassionate approach and understanding. You'll need to be flexible and agile in your leadership whilst maintaining your integrity and reliability. Your intellectual ability will ensure that all of these qualities are delivered in a meaningful way.

### Special knowledge, skills and expertise

It will be essential that you have a proven track record of raising achievement through your exceptional knowledge and understanding of educational developments. A proven record of successful leadership and management at a senior level will be essential, which will be enabled by your well-developed coaching and mentoring skills. You will be able to make sound decisions based upon analysis, interpretation and understanding of relevant data and evidence and have a clear understanding and effective use of self-evaluation processes. You will have exemplary teaching skills.

### Behaviours and Values

You will lead by example in being committed to an inclusive education, embracing and valuing difference so as to provide the best environment for our students with the belief that more is achieved together than alone, and, where appropriate, challenging behaviours that compromise those values.

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### Leadership and Management

- Provide the vision, leadership and direction which will ensure that the school's mission is clearly articulated, shared, understood and realised
- Motivate and work with others to create a shared culture and commitment to the aims and objectives of the school
- Provide inspiration and effective leadership to the school staff and students to ensure that the school promotes and achieves the highest standards of

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- teaching and learning
- Develop and work collaboratively with a knowledgeable and respected SLT to ensure effective management
- Contribute professionally to the broader CSET agenda
- Develop and maintain the values of CSET

### **Strategic direction – shaping the future**

- Work to translate the mission into agreed objectives and operational plans which will promote and sustain school improvement
- Ensure strategic planning takes account of the diversity, values and ethos of the school within the community
- Encourage creativity and innovation, ensuring the use of appropriate existing and new technologies supports the achievement of excellence
- In consultation with the Director of Primary Schools and CEO, implement clear evidence-based development plans, outcomes and policies for the school and its facilities.
- Make a strategic contribution to the development of CSET now and for the future

### **Leading teaching and learning**

- Ensure inclusive learning and teaching is at the centre of strategic planning and resource management
- Provide inspirational leadership and effective management to foster excellent teaching and learning
- Promote high expectations and set ambitious goals for the whole school community
- Ensure consistent and continuous school-wide focus on raising student achievement, making best use of data and benchmarks to monitor and promote progress at every level and in every student's learning
- Determine, organise and implement a diverse, flexible curriculum in keeping with an inclusive comprehensive school
- Work with partner schools to develop a seamless transition in teaching and learning, behaviour and expectations

### **Safeguarding Statement**

CSET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Successful candidates are subject to child protection screening appropriate to the post, which will include an enhanced Disclosure and Barring Service check for the children's workforce and a Children's Barred List check.