

### GLF Schools Job Description

**For an informal chat about this role, please contact our Primary Regional Director, John Williams,  
on 07870 681 817**

<b>Job Title</b>	Headteacher – Primary (Maternity Cover)	<b>Job Reference</b>	HT-SGPS-24
<b>Base School</b>	Southgate Primary School	<b>Travel Required</b>	Occasional between cluster
<b>Cluster</b>	6		
<b>Core Purpose</b>			
<ul style="list-style-type: none"> <li>● The ability to evaluate the school's performance, identifying areas of improvement and priorities for continuous growth and development of the school and its children.</li> <li>● To provide dynamic and inspirational leadership that will promote a secure foundation from which to achieve high standards in all areas of the school's work.</li> <li>● To inspire, challenge, motivate and empower all members of the school community to carry the vision forward, promoting excellence, equality and high expectations.</li> <li>● To work in collaboration with GLF Schools supporting the values and vision, sharing expertise and supporting colleagues across the cluster and GLF Schools.</li> <li>● To deploy all resources, including staff and financial to achieve the school's aims.</li> <li>● To explore opportunities which will improve the learning and educational environment for all children.</li> <li>● To secure commitment and confidence of the wider community.</li> <li>● To have a secure knowledge of educational change and its impact upon the school.</li> </ul>			
<b>Key Accountabilities</b>			
<b>Strategic Leadership &amp; Shaping the Future</b>			
<ul style="list-style-type: none"> <li>● To work with the SSB, GLF Schools &amp; further key stakeholders to create a coherent vision for the school, ensuring it is clearly articulated, shared, understood and acted upon effectively by all.</li> <li>● Work within the school community to translate the vision, core aims, agreed objectives and operational plans which will promote and sustain continual school improvement.</li> <li>● Ensure that strategic planning recognises the emotional, intellectual, social and spiritual aspect of life and considers the diversities that comprise the makeup of the school and wider community.</li> <li>● Enhance opportunities through collaboration with other schools within the cluster and wider trust.</li> </ul>			
<b>Leading, Teaching &amp; Learning</b>			
<ul style="list-style-type: none"> <li>● To ensure a consistent and continuous school-wide focus on children's achievement, utilising data and appropriate benchmarks to monitor development in children.</li> <li>● Administer strategies that secure high standards of child conduct &amp; attendance.</li> <li>● Observe, evaluate and review classroom practice and promote improvement strategies.</li> <li>● Implement an inclusive curriculum and measures the impact of the curriculum.</li> <li>● Challenge under-performance at all levels, ensuring effective corrective action and follow-up through coaching and mentoring.</li> <li>● To ensure that learning is at the centre of strategic planning and resource management.</li> </ul>			

- Demonstrate and articulate high expectations and set challenging targets all children.
- Establishes teaching practices that will integrate the Foundation Stage, KS1 and KS2 into an effective Primary educational offering.

#### **Securing Accountability**

- The Headteacher is legally & contractually accountable to the SSB & GLF Schools for the school, its environment and all its work. The Headteacher also fulfils wider accountabilities in relation to children, parents, carers & other relevant groups.
- Utilises a range of evidence, including national, local and own schools' performance data to support, monitor, evaluate and improve aspects of school life, including challenging poor performance and identifying educational trends.
- Ensure individual staff accountabilities are clearly defined, understood and agreed, with the understanding that they are subject to rigorous review and evaluation.
- Develop and present a coherent, understandable and accurate account of the schools' performance to a range of audiences including SSB, GLF Schools, parents & children.
- Fulfils commitments arising from contractual accountability to the LA.
- Ensure effective use of the schools' budget and best practice in financial and employment matters.

#### **Strengthening Community**

- The Headteacher will engage with the internal and external school community, the cluster and GLF Schools to secure equity and entitlement. This includes collaboration with other schools, with parents and carers and other agencies for the well-being of all children.
- Work effectively with other educational institutions locally and further afield building effective partnerships.
- Develop the provision of out of hours learning and extended learning opportunities.
- Build and maintain effective relationships with parents, carers, partners and the community that enhance the education of children and the wider community.
- Seek opportunities to invite parents, carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Recognising and championing opportunities for developing a rich and diverse school community, which respects the rights, responsibilities and dignity of all.

#### **Managing the Organisation**

- Ensure that within an autonomous culture, policies and practices takes account of national and local requirements, policies and initiatives and complies with legal requirements.
- Recruit, retain, and deploy staff appropriately. Staff training and professional development should be first class and contribute to leading practice across the wider teaching school hub.
- Manage the schools financial and human resources effectively and efficiently to ensure the schools aims and goals are achievable.
- Creates an organisation structure that reflects the schools' values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produces and implements clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure compliance with education statute and employment legislation.

- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all children and provide value for money.
- Manage the school environment efficiently and effectively, ensuring it meets the needs of the curriculum, health and safety regulations and safety of all children and staff.
- Ensure there is a pastoral care system that focuses on each learner and supports school improvement.

#### **Accountability**

- The Headteacher is accountable to the Local Governing Body, CEO and GLF Schools for the standards achieved and the conduct, management and administration of the school subject to local and GLF policies.
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit of the duties and responsibilities.

#### **Collaborative Working**

- GLF Schools promotes a cross-cluster collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, GLF Schools is committed to providing opportunities for professional development and career progression.

#### **Safeguarding**

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on, ethnicity, gender, transgender, age, disability, sexual orientation or religion.