

BOUNTY STREET, NEW BRADWELL

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Chief Executive Officer: Mr Philip Webster Chair of Trustees: Mr Andrew Brodie

**NEW BRADWELL PRIMARY SCHOOL**

**JOB DESCRIPTION - HEAD TEACHER**

**JOB PURPOSE**

Work with the Chief Executive Officer, trustees and local governors to:

* Provide inspiring school leadership that promotes and delivers the highest standards of teaching, learning and achievement.
* To work with key stakeholders to ensure that the school’s vision and culture evolves for the next stage of our journey in promoting excellence, equality and high expectations for all pupils
* Provide high quality, professional management of children, staff, resources and facilities

**PRINCIPAL RESPONSIBILITIES**

**Future Direction**

Work with the Chief Executive Officer, trustees and local governors to:

* Create and communicate a shared vision and culture which inspires and motivates pupils, staff and all other members of the school community. This will build on what the school already does well
* Ensure the vision and culture are firmly embedded, clearly understood and demonstrated in everyday work and practice
* Translate the vision and culture into a strategic plan with clearly articulated goals, annual objectives and operational plans focused on learning and school improvement.

**Leadership of Teaching, Learning and Assessment**

* Ensure that continuing to improve the quality of teaching and learning is at the heart of the school development plan.
* Champion a learning culture where all pupils are challenged and supported to achieve success and are fully engaged in their own learning.
* Work with the CEO to develop an effective, diverse and innovative curriculum, implementing an effective assessment system with regular monitoring and evaluation embedded and consistently applied.
* Implement strategies which secure high standards of behaviour and attendance.
* Demonstrate and communicate high expectations for pupils setting aspirational targets for all.
* Ensure a consistent and continuous approach to monitoring children’s progress using data and benchmarks to identify individual and group achievement and areas for development focus.
* Monitor, evaluate and review classroom practice, develop improvement strategies and work collaboratively with staff to deliver the highest standards of teaching and learning.

**Organisation & Financial Management**

* Work with the CEO to develop and sustain an effective and efficient high performing organisational structure.
* Work effectively with the CEO, Trust Board and the Senior Leadership team to effectively deliver the school development plan.
* Work with the CEO and Trust on an appropriate budget for the school that delivers improvement priorities outlined within the development plan and manage within that budget effectively.
* Develop and present a coherent and accurate account of the school’s performance to a range of audiences including the CEO, Trustees, Local Academy Committee and parents/carers.
* Ensure that the school and its resources are organised and managed to provide an effective, cost efficient and safe learning environment
* Ensure that policies and practices take account of national and local circumstances, processes and initiatives.
* Work with the CEO, Trustees and local governors to identify financially viable improvement plans for the school and its facilities.
* Make arrangements for the security and effective supervision of the school buildings, facilities and grounds and ensure health and safety responsibilities are met.

**People Management**

* Manage team performance effectively, leading recruitment, conducting reviews, delivering feedback and supporting personal development.
* Advise the CEO, Trust board and local governors on the performance, competence and capacity of staff and contribute to resourcing, deployment and development strategies to ensure a high level of team effectiveness.
* Champion a team ethos that enables all team members to work collaboratively share knowledge, celebrate success and take responsibility for their actions.
* Motivate and develop staff by addressing learning and training needs and building on strengths.
* Ensure that all staff carry out their professional duties in accordance with their job description and national guidelines.
* Develop and strengthen leadership across the school.

**Strengthening Community**

* Support the CEO, Trust board and local governors in creating and maintaining good working relationships across the school community.
* Promote the highest standards of courtesy and mutual respect among all members of the school community.
* Collaborate with other agencies to promote the academic, spiritual, moral and cultural development of children.
* Create effective partnerships with parents and carers to support and improve children’s achievement and personal development.
* Continue to build closer working partnerships with schools within the trust to both share and transfer best practice.
* Seek opportunities to involve parents, carers, community figures and other organisations into school to enrich children’s learning experiences.

**Safeguarding**

* Undertake the responsibility for promoting and safeguarding the welfare of children.
* Ensure that all safeguarding policies and practices fully meet national guidelines and are published as required
* Ensure all staff are fully trained and aware of their particular responsibilities.
* Cooperate and work with relevant agencies to protect children