



## **Oakwood Infant and Nursery School**

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### **Job Description**

#### **Headteacher**

This School is committed to safeguarding and promoting the welfare of children and young people and it is expected that all staff and volunteers share this commitment.

The post holder will be immediately responsible to the Chair of Governors and Governing Body.

#### **Overall Purpose of the Role:**

The Headteacher will provide visionary leadership and strategic direction for Oakwood Infant and Nursery School, fostering an environment that promotes excellence in all aspects of the school's operation. This role focuses on enhancing teaching and learning quality, advancing pupil outcomes and strengthening community relationships.

To achieve success, the Headteacher will:

- **Strategic Vision and Leadership:** Develop and implement a clear, forward-looking vision for the school.
- **Lead Teaching and Learning:** Drive innovative strategies to enhance educational excellence and inclusivity.
- **School Improvement:** Identify and act on priorities for continuous improvement based on thorough evaluation.
- **Learning Environment:** Ensure a safe, engaging and productive environment for pupils.
- **Resources:** Allocate resources effectively to support the school's educational goals.
- **Uphold Excellence and Equality:** Maintain high expectations for all, fostering an environment of equality and high achievement.
- **Governance Collaboration:** Work in partnership with the Governing Body to align strategy and governance.
- **Parental Engagement:** Deepen engagement with parents and carers to enhance the educational partnership.
- **Community Engagement:** Build strong relationships with the wider community to support school objectives.

#### **Key Responsibilities:**

#### **Strategic Direction and Shaping our Future**

- Further our strategic plan with sound financial planning, setting clear priorities and targets for aligning financial and educational priorities to embody the values of Respect, Friendship and Honesty.
- Collaborate with the Governing Body and stakeholders to inspire and unify our community around a shared vision for the future which will inspire and motivate children, staff, parents/carers and the wider community.

- Ensure strategic planning reflects and celebrates the diversity and values of our school community, ensuring decision-making and initiatives are representation of our commitment to inclusivity and compassion.
- Proactively monitor political, economic, technical and social trends to anticipate changes that could impact the school.
- Stay informed about the latest developments in pedagogy, promoting cross-school collaboration and openness to new teaching approaches.
- Actively promote the school's achievements and developments within the local community, highlighting how our achievements are a result of living our values of Respect, Friendship and Honesty.
- Deepen existing community links and foster a sense of cohesiveness, enhancing the educational environment for everyone.

## **Leadership**

- Provide inspirational leadership that exemplifies the school's commitment to teaching with compassion, ensuring the highest standards of learning
- Ensure the school's vision is clearly articulated, understood and acted upon effectively by all.
- Articulate the school's vision and values clearly and compellingly, ensuring they are at the heart of all actions and decisions and effectively embraced by the entire school community.
- Lead by example, demonstrating a personal commitment to the school's values, ensuring that every interaction and initiative enhances the compassionate, respectful and inclusive culture of our school.
- Embody the ethics and professional conduct outlined in the Headteachers' Standards, serving as a role model and leading the school community in accordance with the principles of public life, including integrity, honesty and leadership.
- Maintain transparent and effective communication with all members of the school community, ensuring they are informed and engaged with the school's progress and how it aligns with our core values and vision.

## **Teaching and Learning**

- Lead the continued development of teaching and learning, embedding our high expectations and core values into every curriculum area with a focus on innovative and compassionate education.
- Uphold the standards of teaching and curriculum development to support high-quality, expert teaching across all areas. Foster an environment where teaching is based on evidence-informed understanding of how pupils learn and reflective of our commitment to compassionate teaching.
- Maintain a consistent and continuous school-wide focus on children's achievement using data, benchmarks and feedback to monitor progress in every child's learning, ensuring that our approach to achievement is inclusive and supportive.
- Cultivate a learning environment where challenge and support go hand in hand, ensuring all pupils are empowered to succeed and actively engage in their learning journey.
- Continuously assess, monitor and enhance teaching quality and curriculum delivery, identifying successes and areas for improvement, ensuring our educational practices align with our values and the highest standards
- Set and communicate ambitious targets for all members of the school community, fostering a shared commitment to excellence and the holistic development of each child, in line with our vision of nurturing well-rounded individuals
- Further develop and enrich our creative curriculum and enrichment activities, ensuring these efforts reflect and promote the deeply held values of our school.
- Engage in ongoing self-evaluation to refine our holistic approach to education, ensuring it remains responsive to the needs of our children and true to our core values

- Actively involve parents and carers in their children's educational journey, fostering strong partnerships that enhance the home-school connection and reinforce our community-oriented approach to education

### **Staff Management and Development**

- Cultivate strong and effective relationships and communications which underpin a professional learning community, enabling everyone in the school to achieve and contribute to our vision of teaching with compassion.
- Develop an organisational structure which reflects the school's values and enables management systems, structures and processes to work effectively in line with key priorities.
- Enhance planning, allocation and support processes, emphasizing the importance of clear task delegation and responsibility sharing to foster a supportive work environment
- Create opportunities for staff growth and development, modelling behaviour that reflects the school's aspirations.
- Ensure staff receive regular performance reviews and that personalized professional development plans are established and put in place to effectively address any skills gaps, in alignment with our ethos of continuous growth and excellence.
- Implement effective communication mechanisms to keep all staff informed and engaged with the school development plan, emphasizing the importance of staff well-being in recruitment and retention.
- Partner with governors to recruit and maintain a high-quality team, focusing on improving education quality through effective staff deployment.
- Ensure that staff well-being and engagement is emphasised as part of the recruitment and retention process.

### **Organisation – Managing Systems and Resources**

- Lead the effective organisation and leadership of the school seeking improvements in structures and functions through rigorous self-evaluation, inspired by our commitment to excellence and compassion.
- Set and manage expenditure priorities carefully, ensuring financial decisions support our educational goals and reflect responsible and equitable resource use.
- Manage financial, human and operational resources to ensure the school's on-going sustainability and alignment with our educational priorities, integrating technology to enhance efficiency and effectiveness, upholding financial probity and ensuring structures support our goals.
- Ensure that school facilities support our curriculum and meet health and safety standards, reflecting our commitment to a safe and nurturing learning environment.

### **Accountability**

- Clearly define and evaluate staff roles and responsibilities, ensuring regular evaluations to promote a culture of accountability and excellence, all grounded in our core values of Respect, Friendship and Honesty.
- Actively collaborate with the Governing Body, providing them with detailed, objective information and support to enable effective decision-making and oversight.
- Develop a transparent and inclusive communication strategy to keep parents, carers and the wider community well-informed about the school's direction, priorities, and achievements, ensuring that every stakeholder feels valued and engaged in our shared vision of "Teaching with Compassion."
- Utilise outcomes from regular school self-evaluations, alongside external evaluations, to continuously refine and improve our educational approach, ensuring that our strategic planning is always informed by a comprehensive understanding of our performance and areas for growth

## **Community**

- Strengthen partnerships with parents/carers, governors and local authorities to enhance pupils' achievements and personal development, embodying our ethos of community engagement and support.
- Foster smooth transitions for our pupils by building on existing relationships with primary/junior schools, ensuring our approach to education is inclusive and mindful of the diversity within our community.
- Vigorously advocate for the school as a centre of excellence within the community, showcasing our dedication to compassionate, high-quality education for all families in support of the goals of promoting positive and respectful relationships across the school community and making a positive contribution to the wider education system.

## **Headteachers' Standards**

This job description is based on the [Department for Education's Headteachers' Standards of Excellence, 2020](#).

The Headteacher will carry out his/her professional duties in accordance with and subject to the School Teachers' Pay and Conditions Document (STPCD 2023) and education and employment legislation including the Nolan Principles (Committee on Standards in Public Life).

The Headteacher is accountable to the Governing Body for the standards achieved and for the conduct, management and administration of the school, subject to any policies that the Department for Education may introduce.

This job description is subject to annual review.