



Headteacher Job Description and Person Specification

The DfE's 'National Standards of Excellence for Headteachers' gives details of the generic role and professional responsibilities of the Headteacher. You should be familiar with these.

Within that framework, the school's Local Governing Body and the ODBST are seeking to emphasise the following:



JOB PURPOSE

To develop an innovative, happy and successful school by:

- providing a strong, clear, inspiring and widely shared vision for its future and positive, incisive strategic direction and leadership to become a high achieving school with sustainable success;
- ensuring the highest possible quality of education, range of opportunities and standards of attainment for all children;
- developing and managing the school efficiently and effectively, recognising and overcoming its weaknesses, building on its strengths, innovating and securing prolonged developments and improvements;
- fostering and building on the ethos of the school, as welcoming to families of all faiths and none;
- embedding the school in the local community, and engaging children, parents and staff as a community of learners.



JOB DESCRIPTION

As a Headteacher intent on taking forward this school your key accountabilities will be:

Leadership and Strategic Direction

- Ensure that a clearly articulated vision for the school is shared, understood and acted upon by everyone.
- Give clear leadership, educational direction and professional guidance through actively engaging Governors and staff to develop and implement agreed aims and policies through the school's Strategic Development Plan.
- Provide a strong and positive ethos reflecting commitment to high achievement, a safe and effective learning environment, good relationships, and equality of opportunity for all children.
- Create, lead and work closely with a well-motivated, collaborative and supportive staff team, whose talents are valued, shared, utilised and celebrated to the benefit of each other and the children.
- Embed an enabling culture with distributed leadership and responsibility.
- Ensure the school provides educational excellence based on a supportive ethos, the valuing of its staff, its quality of education, the standards achieved, the engagement and contentment of its children and the involvement of its parents and community.

Learning and Teaching

- Provide a happy and productive environment in which the care, well-being and fulfilment of the potential of each child is nurtured and valued.
- Ensure the successful implementation of the Early Learning Goals, curriculum requirements and the wider curriculum for the direct and full benefit of children and their learning.
- Foster excellent practice and high expectations and standards across the full age and ability range.
- Ensure there are effective monitoring, tracking and informed understanding and use of children's progress and achievements.
- Work with and develop the role of the School Council.
- Provide a safe, well-maintained, attractive and stimulating school environment.
- Develop and maintain strong programmes of extra-curricular activities.
- Lead assemblies, and as appropriate teach classes as an aspect of your commitment to the children and the school.

Management and Accountability

- Provide effective developmental management of the school to significantly improve outcomes with Ofsted and SIAMS evaluations.
- Ensure that Safeguarding Arrangements are a key priority within the school at all times.



- Evaluate accurately and consistently the school's performance and identify priorities and means for improvement.
- Use educational data to inform practice and decisions in management and teaching.
- Lead and manage the annual planning, monitoring, budgeting and evaluation procedures in partnership with Governors and staff.
- Ensure efficient operational management of the school, its premises, finances and resources.
- Lead the recruitment, monitoring, evaluation and development of all staff, focused on high standards and improving practice.
- Ensure that clear, suitable and effective accountability procedures are enacted and that there are means to report periodically to all stakeholders.
- Inform, advise and assist the Local Governing Body and attend its meetings
- Ensure the effective management of all data protection, health, safety and well-being matters, including safeguarding, in line with school and national frameworks.

Development

- Facilitate and initiate new ideas and encourage developments in the curriculum, teaching and learning.
- Use Information and Communications Technologies actively to benefit teaching and children's learning and to support the school's management systems and communications internally and externally.
- Ensure effective staff development and training, providing opportunities for each individual's personal and professional growth and for sharing these for mutual benefit.
- Demonstrate evident commitment to your own professional development.

Working with Others

- Forge and develop strong and supportive relationships and positive liaison with parents, governors, the community, other schools, the ODBST and the services and agencies which support education.
- Co-operate and work with relevant agencies to protect children, with special regard to Safeguarding and Child Protection agencies.
- Promote the development and effective use of links and partnerships beyond the school, including with community organisations.
- Represent the school positively at external events and meetings.



PERSON SPECIFICATION

These criteria will be the basis for the short-listing and interview process. Applicants are requested to take account of them when applying.

A = Application

I = Interview

R = Reference

A. Qualification and Experience	Essential Desirable	How to be assessed
You will have: A Degree and Qualified Teacher Status (with graduate or postgraduate study relevant to primary education).	E	A/R
Significant and recent experience of successful primary teaching in schools with rich social and cultural diversity.	E	A/R
Effective leadership and change management experience with the ability to demonstrate tangible improvements achieved from guiding a school through a period of transition.	E	A
If not already a Headteacher working towards NPQH.	D	A/I/R
A record of recent professional development that prepares for this post	E	A/I
B. Qualities, Skills and Capabilities		
You should have: A passionate and informed commitment to children's development and their engagement with schooling,	E	A/I
Experience of the development of inclusive practice for all members of the school community.	D	A/I
The drive and ability to take up the role of leader, provide clear direction, promote the vision and values	E	A/I
The skills to manage development and change, take positive risks, and enthuse and motivate others, inspiring continual improvement.	E	A/I
Evidence of successful inspection by Ofsted	E	A/I/R



Evidence of successful inspection through the SIAMS framework.	D	A/I/R
An understanding of the tools for assessment, data collection and the ability to monitor, analyse and evaluate pupil data to continuously improve the impact of the school.	E	A/I/R
A strong understanding of the factors which drive pupils' personal development, developing responsible, respectful and active citizens so they reflect wisely, learn eagerly, behave with integrity and cooperate consistently well with others.	E	A/I
A clear understanding of how leaders and staff create a safe, calm, orderly and positive environment in the school and the impact this has on the behaviour and attitudes of pupils	E	A/I
The ability to develop a strong sense of community and vision for the school and its facilities, involving partnership with parents, the local community and other bodies.	D	A/I
The ability to identify, prioritise, monitor, analyse, evaluate and manage financial and human resources to achieve educational goals.	E	A/I
The ability to understand and make positive use of the rich social and cultural diversity within the school and the surrounding community.	E	A/I
Good interpersonal skills and be approachable for all members of the school community, skilled in listening to views and ideas, sharing these and enabling decision-making, so as to provide the best for the children, staff and parents.	E	A/I
Good, consistent contact and communication skills, written and oral, with everyone.	E	A/I/R
An approach that is respectful and in sympathy with the Christian foundation of the school and the skills to lead a church school.	E	A/I/R
Resilience, perseverance and optimism in the face of difficulties and challenges.	E	A/I/R



A commitment and dedication to the protection and safeguarding of children, social justice, equality and excellence	E	A/I
The ability to inspire, challenge and empower others to attain higher goals.	E	A/I
A commitment to continuous professional development of yourself and others.	E	A/I
C. Knowledge and Understanding		
You should possess:		
The ability to communicate a clear vision for the school and how it will develop over the next five years, knowing and implementing what is required for the school to become a high-achieving school.	E	A/I
A well-informed understanding of children's learning and a passion for leading learning and teaching	E	A/I/
Ways to enhance high standards, enabled through careful monitoring, evaluation and target setting with staff and Governors.	E	A/I/R
An outstanding knowledge and understanding of the nature and teaching of the primary curriculum, with a clear sense of the role, value and vitality of the wider curriculum including PSHE, Citizenship and RSHE.	E	A/I
Knowledge and the ability to create and implement a Strategic Development Plan securing continuing school improvement.	E	A/I
Evidence of the management of the performance of staff, setting and measuring targets and reporting on salary implications	E	A/I
In-depth knowledge and experience of child protection and safeguarding procedures	E	A/I
Understanding and the ability to motivate, inspire and enable all staff to carry out their respective roles to the highest standard through performance management and continuing professional development.	E	A/I



A good understanding of health and safety legislation and the ability to actively promote the safety and well-being of pupils and staff.	E	A/I
Knowledge and the ability to provide objective support and advice to the Local Governing Body, to enable it to meet its responsibilities.	E	A/I
Understanding and the ability to ensure that parents and carers are well informed about the curriculum and about the contribution they can make to achieve their children's progress and attainment.	E	A/I
Understand the strategic importance and use of Information and Communication Technologies in teaching, learning, management and communications.	D	A/I