

JOB DESCRIPTION HEADTEACHER

We are looking for an inspirational leader who will make an impact on the outcomes for our children. You will be an approachable, experienced, organised and supportive leader who will join our dedicated team.

The successful candidate will have to meet the requirements of the person specification and will be subject to an enhanced DBS check. Only applications submitted on the Warwickshire application form will be considered.

This school is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment



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JOB DESCRIPTION - HEADTEACHER

Salary: Leadership L21-L27 (£77,195 - £88,530)

Hours: Full time

Contract type: Permanent

Reporting to: The Governing Body

Responsible for: Senior Leaders, Teachers, Non-teaching staff

Main purpose

To inspire, challenge, enthuse and organise all stakeholders at our school. To play a major role in collaboration with the Governing Body in delivering the aims and objectives of the school, reviewing the policies through which they are achieved, managing staff and resources and ensuring that teaching, learning and safeguarding are at the forefront of everything we do.

The Headteacher will:

- Continue to work with the governors and others to further develop a shared strategic vision and plan which inspires and motivates pupils, staff and all other members of the school community and leads to raised standards of achievement.
- Ensure the school continues to provide a broad and balanced curriculum which develops the whole child and sets high expectations so that pupils achieve their maximum potential.
- Lead with an inspirational style, continuing to develop and maintain strong academic, co-curricular and pastoral systems.
- Continue to promote positive and respectful relationships in order to lead and challenge a team where teaching is underpinned by high levels of subject expertise and approaches, ensuring that there is an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Utilise and further develop current strategic partnerships and also establish and develop new ones.
- Continue to ensure that the school, the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment, managing available resources and ensuring value for money through effective performance management and fiscal responsibility.
- Have a passion for ensuring and sustaining a culture and practice that enables all pupils to access the curriculum and learn effectively.
- Embrace the opportunity to lead and further develop a school, supported by the school's Governing Body that is on a journey to excellence, striving to raise standards, but also to maintain inclusivity and social mobility.



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The headteacher will:



- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Continue to build positive and respectful relationships across the school community
- Serve in the best interests of all stake holders.

Duties and responsibilities

1. School culture and behaviour

- Continue to develop a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Use consistent and fair approaches to managing behaviour, in line with the school's attachment aware behaviour policy

2. Teaching, curriculum and assessment

- Continue to sustain high-quality teaching across all subjects and phases, based on research and evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Further develop curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

3. Additional and special educational needs and disabilities (SEND)

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils, including those with SEND
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#)

4. Managing the school

- Ensure the safety and wellbeing of staff and pupils through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Be accountable for the effective management of all budgetary responsibilities
- Take a proactive role in premises management including all aspects of Health and Safety.



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5. Professional development

- Ensure staff have access to appropriate, high quality professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs of all stakeholders

6. Governance, accountability and working in partnership

- Understand and welcome the role of effective governance, including accepting responsibility
- Continue to ensure that staff understand their professional responsibilities and are held to account
- Continue to ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the head teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.

CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the Governors.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the police regarding any convictions against them and, as appropriate the nature of such convictions.

EQUAL OPPORTUNITY

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.



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Person Specification – Headteacher

This person specification is related to the requirements of the post as determined by the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

Description	Shortlisting Essential (E) Desirable (D)	Evidence Application (A) Interview (I) Task (T)
Professional Qualifications		
1. Qualified Teacher Status	E	A
2. National professional qualification for headship (NPQH)	D	A
Experience		
3. Successful leadership and management experience in a school at least at Deputy Head level	E	A
4. Successful experience as a Headteacher	D	
5. Teaching experience in a range of year groups at a consistently high standard	E	A
6. Involvement in school self-evaluation and development planning	E	A
7. Demonstrable experience of successful line management and staff development	E	A
8. Leading whole school initiatives and/or policy implementation	E	A
Skills and Knowledge		
9. Data analysis skills and the ability to use data to set targets and identify weakness	E	T
10. Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve, particularly in a large primary school	E	A
11. Understanding of school finances and financial management	E	T
12. Effective communication and interpersonal skills	E	I
13. Ability to communicate a vision and inspire others	E	A
14. Ability to build effective working relationships Outstanding classroom practitioner	E	



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Personal Qualities

15. The ability to set high and clear expectations, to hold others accountable for performance and the contributions they make to the school community	E	I
16. Able to motivate, promote good relationships and effectively communicate with all stakeholders	E	I/T
17. A belief that all children should be valued equally, and that their needs are of prime importance when decisions are made	E	I
18. Commitment to uphold the DfE Headteachers and Teachers Standards at all times	E	A
19. A commitment to getting the best outcomes for all pupils and promoting the ethos and values	E	A
20. Ability to work under pressure and prioritise effectively	E	I
21. Commitment to maintaining confidentiality at all times	E	A
22. Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.		I
23. An understanding of the nurture principles and how they can benefit a young person's education and life chances	E	I
24. A sense of humour	D	I



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Applicant Details

Visits to the school are very welcome:

Please contact Audra Randall – Headteacher's PA if you would like to visit.

randall.a@welearn365.com

Closing Date: Wednesday 28 February 12pm

Interview Notification:

Interviews: 11/12 March 2024 (TBC)

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification

This specification sets out the criteria which will be used to shortlist candidates for interview and during the interview process.

Applying

If you decide to apply for this post please complete the Warwickshire Application Form.