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HEADTEACHER

Job Description & Person Specification

Job Description

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| Purpose of the Post: | To develop our school in accordance with its shared values and school development plans and to be accountable for improving outcomes for pupils |
| Reporting to: | Trust Lead and Local Governing Body |
| Key Contacts: | Senior Leadership Team, teaching staff, support staff, pupils, parents |
| Location: | Based at Pondhu Primary School, St Austell, but may be a requirement to travel to undertake work at or for academies within Cornwall Education Learning Trust |
| Salary Grade: | L17-21 |
| Hours: | To work such reasonable hours as may be necessary to enable the effective discharge of your professional duties. |

**Principal Responsibilities:**

**Strategic Purpose**

* Overall accountability of the day to day management of the school.
* Accountable to Trust Lead and the Local Governing Body for the overall direction and purpose of the school.
* To lead the development, implementation and review of school improvement plans including regular monitoring and evaluation of standards and quality of provision.
* To lead the whole staff team to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour.

* Overall accountability for the progress and attainment of all children. Review the progress made by children at regular intervals and report that progress to the Trust Lead and parents. Take action to ensure that progress is at least at national expectation and usually better.
* Overall accountability for the quality of teaching and learning, and the reporting to the Trust Lead. Ensuring all teaching and learning principles and assessment policies are in place and up to date.
* Work with CELT headteachers and staff to implement, embed and sustain the ‘Closing the Gap’ strategy to improve learning outcomes for all pupils, but with a particular focus on the disadvantaged.
* Provide leadership in the development and management of all teaching and learning and in the creation and maintenance of high quality, stimulating, well-resourced and child friendly learning environments.
* Review the curriculum goals for the school and ensure the curriculum is well matched to the needs of the pupils and the demands of national assessment. Ensure that ‘British values’ are well taught and that there is a coherent SMSC strand through teaching plans.
* Ensure teacher planning is well matched to the needs of pupils and is effective in enduring rapid progress and depth of learning.
* Promote and maintain a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards.
* Monitor and report on vulnerable groups of pupils and ensure they are given sufficient support and additional help in order to progress.
* Responsible for building the reputation of the school within the community.
* Monitor and report on pupil attendance and take action where necessary to ensure good attendance.

**Managing People**

* Deliver effective line management of classroom-based staff to ensure the provision of high-quality interventions and support for children’s progress, achievement, wellbeing and good behaviour.
* Recruit and induct new quality members of staff to the school as required following safer recruitment practices.
* Implement the Trust’s performance management policy and linked programme of CPD that enables all employees to make their best contribution to the overall success of the school, ensuring their needs are identified and met through quality training opportunities within available resources.
* Lead on employee HR matters such as grievance and disciplinary procedures.
* Accountable for safeguarding.
* Organise regular meetings between staff and parents to discuss attainment and progress.
* Manage complaints by parents and other stakeholders.

**Managing Resources**

* Work with the Chief Operating Officer to ensure the delegated budget is managed appropriately to maximise value for money.
* Ensure the premises are safe, and that there is due attention to health and safety by employees.

**Teaching and Learning**

* Lead and support the teaching and learning of all children within the school through promoting models of excellent classroom practice using coaching, mentoring and supported self-evaluation for teaching and learning staff.
* Assist in the development and implementation of systems for the collection of accurate assessment data to track the progress of individual and groups of children in order to inform planning, evaluate performance, track progress and secure raised achievement across all key stages. This will include agreeing and articulating high expectations and setting stretching targets for the whole community.
* Monitor the effectiveness of teaching and learning through teachers’ planning, work sampling, lesson observations, supporting auditing and reporting outcomes and planning future actions.

**Strengthening Community**

* Promote and model good relationships with parents and carers, which are based on partnerships to support and improve pupils’ learning and achievement.
* Contribute to the development of the school within the community; strengthening partnerships with families, neighbours, our local and wider community, other schools, services and the local authority.
* Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovation.
* Ensure effective policies and practices are in place which promote equality of opportunity and tackle prejudice and discrimination, support staff wellbeing and work-life balance and help to ensure we provide access to opportunities for growth, achievement and success for all staff and children.

**General Responsibilities applicable to all staff:**

* To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
* To work effectively with other members of staff to meet the needs of all pupils.
* To work with professionalism in line with the Trust's Code of Conduct.
* To attend staff meetings and Trust-based INSET as required.
* To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
* To be aware of and adhere to all applicable Trust policies and procedures.
* To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

* This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
* The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
* This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust’s policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance ‘Keeping Children Safe in Education’. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

Person Specification

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| **Selection Criteria** | **Essential** | **Desirable** | **How Assessed** |
| Education and  Training | * Qualified Teacher Status * Relevant degree | * Post graduate study in education or leadership, e.g. NPQH | Application Form / Interview /  Certificates |
| Skills and Experience | * Relevant school teaching experience * Experience in leading curriculum projects and initiatives across a school * Ability to communicate a vision and inspire others to improve practice * Demonstrable experience of successful line management and staff development and the ability to support others to improve * Ability to build effective working relationships * Ability to analyse data and to use data to set targets and identify weaknesses * Experience in school self-evaluation and development planning * Ability to work under pressure and prioritise effectively | * Successful leadership and management experience in a senior role within a school | Application Form / Interview / References |
| Specialist Knowledge | * Knowledge of current assessment models and curriculums * Knowledge of current educational thinking and research * Knowledge of use of data to better understand outcomes * Knowledge of methods of raising attainment * Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people * Demonstrates an awareness, understanding and commitment to equality and inclusion | * Knowledge and understanding of school finances and financial management | Application Form / Interview / References |

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| Values Related Qualities | * **Collaborate** – ability to work effectively as a team * **Empower** – ability to take initiative and problem solve in order to improve performance * **Leadership** – To lead by example and achieve shared goals * **Transformation** – ability to recognise a need for change and adapt accordingly |  | Application Form / Interview / References |



CORNWALL EDUCATION LEARNING TRUST

Units 15 & 16 St Austell Business Park, Treverbyn Road, Carclaze, St Austell, Cornwall, PL25 4FD