



# Spring Meadow Infant and Nursery School

## Job Description: Headteacher

The role and responsibilities outlined within this job description and person specification will be accountable to the Governing Body and should be considered alongside the Department for Education Headteachers' Standards Document (2020)

### Main duties and responsibilities

Teaching and learning
Establish and sustain high-quality, expert teaching across all subjects, based on an evidence-informed understanding of effective teaching.
Ensure pupils are aware of the high expectations of behaviour.
Prioritise teaching based on high levels of subject expertise which reflect the nature of subject disciplines or specialist domains.
Establish a positive and enriching culture for pupils whilst encouraging positive and respectful relationships within the school community.
Ensure formative assessments are utilised appropriately and effectively.
Ensure that the statutory requirements of the national curriculum are met.
Ensure ambitious standards for all pupils, overcoming disadvantage and advancing equality.
Have a strategic view of successfully developing and improving the school whilst maintaining its ethos.
Pupil and staff support
Ensure staff have access to high-quality development opportunities that reflect their professional background and aims to improve the whole school.
Maximise staff contributions with the aim of improving the quality of education provided and standards achieved through utilising an efficient delivery of the performance management process.
Hold all staff to account for their professional conduct and practice, addressing any under-performance and working alongside staff to improve.

Ensure reliable processes are in place when assessing pupils' knowledge and understanding of the curriculum.

Ensure the curriculum is both broad and structured, clearly setting out the knowledge, skills and values that will be taught.

Be responsible for promoting and safeguarding the welfare of pupils through ensuring that the school's safeguarding policy and procedures are adhered to.

### **Working in partnership**

Establish constructive relationships within and beyond the school by working alongside the community, including with parents.

Work successfully with other schools, creating and maintaining a climate of mutual support.

Forge relationships with fellow professionals across other public services, with a view of improving the educational outcomes of all pupils.

### **Pupils with SEND and additional needs**

Ensure the school fulfils duties in regard to the DfE's 'Special educational needs and disability code of practice.

Sustain a culture which allows all pupils to access the curriculum and learn efficiently.

Ensure the school enables the development and learning of pupils with SEND and additional needs by working in partnership with parents and professionals to identify additional support they may require.

### **Other**

Attend meetings of the Governing Body to present key areas of business, advising the governing body on policies and ensuring that they are implemented consistently.

Create an enriching and positive culture which impacts school life and ensure a positive and respectful attitude amongst pupils and staff within the school.

Embed a culture of high professionalism amongst staff.

Manage school finances and resources astutely to maximise their use and value.

## Person specification

	Essential	Desirable
<b>Qualifications and training</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"><li>• Qualified teacher status (QTS).</li><li>• An enhanced DBS and barred list check.</li></ul>	<p>The school would also like the successful candidate to have:</p> <ul style="list-style-type: none"><li>• Evidence of further personal study or professional development.</li><li>• A relevant leadership qualification.</li></ul>
<b>Experience</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"><li>• Substantial experience in a senior leadership role, e.g. as a headteacher, deputy or assistant headteacher.</li><li>• Evidence of managing and making a substantial contribution to the effective management of change.</li><li>• Evidence of successful implementation of strategies to improve teaching and learning to raise the standards of achievement for all pupils.</li><li>• Evidence of teaching and leading successfully in the EYFS and KS1.</li><li>• Evidence of successful development of middle leaders to enable them to develop curriculum provision and monitor and support staff to improve.</li><li>• Evidence of effective teaching, assessment and target setting.</li><li>• Experience of managing schools budgets and making decisions based on the impact on the outcomes for children.</li><li>• Experience of leading the safeguarding of all children in school as a Designated Safeguarding Lead (DSL) or a Deputy DSL.</li><li>• Experience of working with the Governing Body and understanding how to support their work as well as enabling them to effectively hold leaders across the school to account for outcomes.</li></ul>	<p>The school would also like the successful candidate to have:</p> <ul style="list-style-type: none"><li>• Experience of successful development planning.</li><li>• Experience of a significant area including the responsibility for raising standards across the whole school.</li></ul>

<b>Knowledge and understanding</b>	<p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> <li>• Develop and implement strategies for school improvement, including data analysis, target setting and strategies for improving the quality of teaching and learning for pupils.</li> <li>• Monitor performance management and manage effective professional development.</li> <li>• Effectively use ICT to support teaching and learning.</li> <li>• Manage pupils' behaviour and attitudes to learning.</li> <li>• Work in partnership with other schools in order to meet pupils' needs.</li> <li>• Engage parents in their children's learning and the work of the school.</li> </ul>	<p>The school would also like the successful candidate to be able to:</p> <ul style="list-style-type: none"> <li>• Motivate and engage pupils to maximise learning opportunities and outcomes.</li> <li>• Demonstrate experience of success with a range of external partners.</li> </ul>
<b>Personal Effectiveness</b>	<p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> <li>• Prioritise and manage time appropriately, with the ability to work under pressure and to deadlines.</li> <li>• Achieve challenging professional goals.</li> <li>• Take full responsibility for their own professional development.</li> <li>• Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas.</li> <li>• The confidence and experience to ensure all safeguarding needs and concerns are addressed speedily and effectively in order to ensure the safety of every child at all times.</li> <li>• To undertake any other tasks as required by the school in accordance with the governing body to support the requirements of the school improvement plan.</li> </ul>	<p>The school would also like the successful candidate to be able to:</p> <ul style="list-style-type: none"> <li>• Create a positive personal impact, conveying authority, confidence and approachability.</li> </ul>
<b>Personal qualities</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• An excellent attendance and punctuality record.</li> <li>• The ability to develop and maintain positive relationships with colleagues and other members of the school community.</li> <li>• The ability to manage and resolve conflict.</li> <li>• Excellent time management skills and organisation.</li> <li>• A commitment to promoting equality of opportunity.</li> </ul>	<p>The school would also like the successful candidate to have:</p> <ul style="list-style-type: none"> <li>• The ability to work independently and as part of a team.</li> <li>• High expectations of self and professional standards.</li> </ul>