



## Job description and person specification

### Job details

**Individual School Range: Group 3**

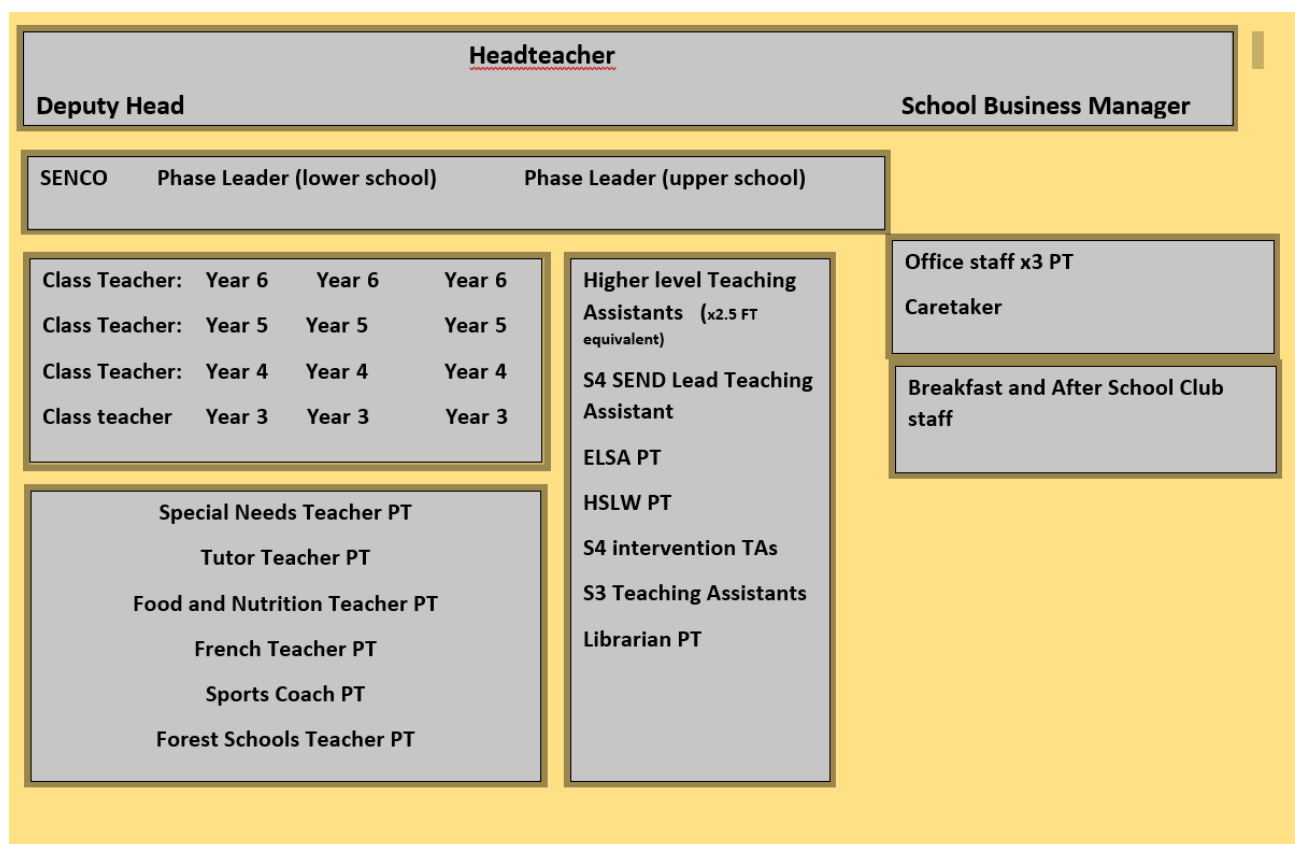
**Number of pupils: 365**

**Number of staff:**

**Salary: L15 – L21**

**Reporting to:** Board of Governors

### Staffing Structure



Our Head Teacher must understand and adhere to the national standards of excellence for Head Teachers as detailed here:

## **Main purpose**

The headteacher will:

- Lead staff and children at Tillingbourne to achieve their full potential
- Demonstrate inspiring, passionate and caring leadership
- Work with the governing body and others to create a shared vision and strategic plan for the school to ensure its continued success and effectiveness
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively

## **Qualities**

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Act in the best interests of the children at all times
- Be receptive to constructive challenge and able to acknowledge the need for change when required

## **Duties and responsibilities**

### **School culture and behaviour**

The headteacher will:

- Show tolerance of and respect to the rights of others, recognising differences and respecting cultural diversity within contemporary Britain.
- Champion Tillingbourne's 'whole child' approach to learning and development
- Create 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
- Encourage high standards of behaviour from pupils, built on reasonable rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school

- Use consistent and fair approaches to managing behaviour, in line with the school's policies

### **Teaching, curriculum and assessment**

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence based understanding of effective teaching
- Support the continued professional development of all staff within the school
- Ensure teaching is underpinned by high levels of subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish 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
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

### **Additional and special educational needs (SEN) and disabilities**

The headteacher will:

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

### **Managing the school**

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity.
- Manage and care for staff with due attention to workload and wellbeing
- Ensure rigorous approaches to identifying, managing and mitigating risk

### **Professional development**

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities to balance priorities of school improvement and individual needs
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs
- Build Partnerships with centres of excellence in education to benefit Tillingbourne

### **Governance, accountability and working in partnership**

The headteacher will:

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

### **Person specification**

| CRITERIA                           | QUALITIES  |
|------------------------------------|--|
| <b>Qualifications and training</b> | <ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• National professional qualification for headship (NPQH) – Desirable</li> <li>• Evidence of further professional development</li> </ul>  |
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school</li> <li>• Teaching experience KS1 and/or KS2</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Demonstrable experience of successful line management and staff development</li> </ul> |

|                             |   |
|-----------------------------|---|
| <b>Skills and knowledge</b> | <ul style="list-style-type: none"> <li>• Ability to communicate a vision and inspire others</li> <li>• Demonstrate the ability to think creatively around situations</li> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve</li> <li>• Understanding of school finances and financial management</li> <li>• Effective communication and interpersonal skills, with the ability to work collaboratively</li> <li>• Ability to build effective, robust working relationships – working with the wider network of schools in the area.</li> </ul> |
| <b>Personal qualities</b>   | <ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Calm, considered, resilient</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li> </ul>  |

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_