



Job Description

Job Title: Headteacher
Location: Wordsworth Primary School
Salary Range: L20 - L26

The Headteacher will be welcoming and friendly as is appropriate for a school which is held in high affection and esteem by the local community.

Terms and Conditions

- The terms and conditions detailed in the Hamwic Education Trust (HET) Pay Policy and unless varied by the Policy, the current 'School Teachers Pay and Conditions' document will apply. Any variation from these terms and conditions will be with the agreement of governors and the post holder.

Job Purpose including Main Duties and Responsibilities

Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school:

- To secure a strong commitment from all stakeholders to continuity of education from 4-11 years across the school
- To provide the leadership and management with governors which enables the schools to give every pupil high quality education, and which promotes the highest possible standards of achievement and wellbeing
- To deliver the annual performance management targets set by Governors in conjunction with the HET Director of Education - Primary and the Trust
- To ensure the school maintains a creative and enjoyable learning environment in which children achieve exceptionally well
- To build leadership capacity at all levels through actively developing strategic governance, staffing structures and roles and responsibilities
- To represent and be an advocate for the schools in the local and wider community and work to develop productive engagement across the partnership and wider trust.

Key Accountabilities

1. Creating the future of the schools

- a) Work with governors and key stakeholders to create a compelling strategic vision for the school and communicate this vision to drive everything within the school, empowering all staff and pupils to excel;
- b) Ensure strategic planning takes account of the diversity, values, culture and experience of the school and community;
- c) Motivate others to create a shared learning culture and positive climate through distribution of leadership through teams and individuals;

- d) Translate the vision into agreed objectives and deliver on these, demonstrating the vision and values of the school in everyday practice;
- e) Use the schools structure to maximise and deploy both resources and expertise to raise achievement;
- f) Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibilities for outcome.

2. Leading Teaching and Learning/outcomes and standards

- a) Lead teaching and learning from the Foundation Stage to Key Stage 2 so that children achieve their very best
- b) Provide an outstanding curriculum that meets the schools' educational vision for education
- c) Ensure that quality teaching and learning sit at the heart of all leadership decisions
- d) Create a culture of high expectation for all and ensure that parents and carers are included as partners in their children's progress
- e) Monitor, evaluate and review school practice and promote improvement strategies
- f) Tackle under-performance at all levels.

3. Developing Self and Working with Others

- a) Promote and maintain a culture of high expectations for self and others
- b) Regularly review own practice, accepting support and guidance from others, set personal targets and take responsibility for own development
- c) Lead by example and value effort, support, challenge and encourage an ethos of trust, teamwork and continual improvement among all staff
- d) Recognise and promote the excellent opportunities within the community to attract and retain high quality staff
- e) Lead, motivate, support, challenge and develop the leadership teams, actively applying a distributive leadership model and ensuring organisational structures are fit for purpose.

4. Managing the Organisation

- a) Ensure the ongoing development of an organisational structure which reflects the schools' values and enables effective and efficient operations
- b) Ensure evidence-based improvement plans and policies promote continuous school improvement
- c) Manage the school on a day-to-day basis ensuring that Trust policies, including those relating to safeguarding and health & safety are fully adhered to
- d) Manage the school's financial and human resources in line with relevant policies to ensure efficiency in achieving the school's strategic educational goals and priorities ensuring the equitable deployment of budgets and resources and the school's future sustainability
- e) Recruit, retain and deploy staff appropriately
- f) Ensure that policies and practices take account of national and local circumstances and initiatives.

5. Securing Accountability

- a) Develop an ethos which enables everyone to work collaboratively
- b) Ensure individual staff accountabilities are clearly defined, understood, agreed and recorded
- c) Work with the governing body to enable it to meet its statutory responsibilities
- d) Ensure every individual pupil has access to high quality teaching and learning
- e) Hold staff to account for their professional conduct and practice.

6. Strengthening Community

- a) To create and promote positive strategies for challenging racial and other prejudice
- b) Develop the school's facilities to enhance the value of the school to parents and carers, and the wider community and seek opportunities to invite them into school to enrich the learning of pupils
- c) Collaborate with other agencies to ensure pupil and community needs are met
- d) Work with schools within the trust in a climate of mutual support to work in the best interests of children across the community that the trust serves
- e) Work collaboratively, at both strategic and operational levels, with parents and carers and across multiple agencies for the well-being of all children
- f) Collaborate with other schools in order to share expertise and bring positive benefits to all including, but not limited to, close co-operation with Headteachers across wider Hamwic Education Trust.

7. Safeguarding

- a) Carry out the role of the Designated Safeguarding Lead Officer
- b) Safeguard and promote the welfare of children and young people, following the schools' child protection policies and procedures
- c) Ensure a safe working environment for pupils and staff alike and to comply with Trust and school health and safety policies.

8. Other Duties

At an appropriate level, according to the job role, grade and training received, all employees in the Trust are expected to:

- a) Support the aims, values, mission and ethos of HET and participate to a one team approach, All About the Child and What About Sam?
- b) Attend and contribute to staff meetings and training days as required, and identify areas of personal practice and experience to develop
- c) Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately
- d) The post holder at all times, whether or not in the employ of our schools or HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET and its customers/stakeholders, products and product lists
- e) Be aware of health and safety issues and act in accordance with the school's and HET's Health and Safety policy
- f) To liaise with other school staff, contractors and outside agencies/organisations as appropriate.

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and he/she has appropriate qualifications or receives appropriate training to carry out these duties.



Person Specification

The person specification comprises of:

- Part one - Qualifications, training and experience
- Part two - Qualities and Behaviours: for school leadership now and in the future

Candidates should note that the elements markers with an 'APP' are expected to be addressed in the written statement as part of the application. These will be used by the panel to shortlist for the interview stage.

Part 1: Qualifications, training and previous experience

<i>Candidate is able to provide pertinent evidence of their previous education, training and experiences</i>	Essential or Desirable
<p>Professional experiences and qualifications:</p> <ol style="list-style-type: none"> 1. Qualified Teacher Status (APP) 2. Significant Leadership experience including Headship (APP) 3. Evidence of appropriate professional development (APP) 4. Holds NPQH or equivalent (APP) 5. Willingness to continue professional development 6. Experience of working in partnership with other schools and organisations 7. Experience and evidence of successful senior leadership within each phase represented in the school: EYFS/KS1/KS2 (APP) 8. Experience of supporting schools other than their own to improve 9. Experience of leadership within schools of different socio-economic areas and communities 10. To have a strong understanding of the Designated Safeguarding Lead Officer role 	<p>Essential Essential Desirable Essential Essential Essential Essential Desirable Desirable Essential</p>
<p>Has knowledge and understanding of/and:</p> <ol style="list-style-type: none"> 1. Ability to use comparative data, benchmarking and target setting data (APP) 2. Ability to think strategically and plan for educational improvement 3. Strategic understanding of current educational issues and curriculum research 4. Effective teaching, learning and assessment methods (APP) 5. Understanding of effective leadership 6. Knowledge/experience of tracking progress and attainment 7. The national inspection framework for schools and the proposed changes from Sept 2019 8. Current national curriculum research and evidence-based approaches within education 	<p>Essential Essential Essential Essential Essential Essential Desirable Desirable</p>
<p>Is able to demonstrate experience of:</p> <ol style="list-style-type: none"> 1. Leading a team to accelerate pupil progress 2. Effective delivery of the performance management appraisal process 	<p>Essential Essential</p>

