HEADTEACHER

St James CE Primary School

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Headteacher	**Department**	
Reports To:	Chief Executive	**Grade**	Group 2
Responsible For:	SLT	**Job Type**:	Permanent
Hours	STPCD	**Date:**	May 2022

MAIN PURPOSE AND SCOPE OF THE JOB

The role of Headteacher is to provide outstanding professional leadership and management of St James CE Primary School. As the lead professional within the school, the Headteacher will:

- Build on the secure foundation to achieve even higher standards in all areas of the school's activities, ensuring each individual child achieves their full potential.
- Lead and manage the school in an inspirational manner that delivers the agreed vision, continuing the school's trajectory towards maintaining 'Good' and aiming for Ofsted 'Outstanding'.

DUTIES AND KEY RESPONSIBILITIES

The Headteacher will:

- Provide clear vision, leadership and direction to the whole school community.
- Effectively manage teaching and learning to further raise outcomes for all, including particularly the more disadvantaged pupils
- Promote excellence, inclusion, equality and high expectations across the school community.
- Ensure a productive learning environment that is engaging, stimulating and fulfilling for all pupils.
- Ensure equality, safety and respect is central to the aims and ethos of the Academy and that these will be reflected in all aspects of the Headteacher's work.
- Deploy resources imaginatively and efficiently to achieve the Academy's aims whilst demonstrating sound people and financial management.
- Ensure that resources are strategically planned to focus on improving educational outcomes.
- Evaluate school performance and identify priorities for continuous improvement.

- Be responsible for the day-to-day operational, management and organisation of the Academy
- Strengthen and implement an effective 'behaviour for learning' policy.
- Communicate effectively with, and secure the continued commitment of, the wider community, having understanding of the demographics of the school.
- Share the strategic vision with both the governors of St James CE Primary School and the Vale Academy Trust.
- Ability to work within a Church of England school

GENERAL RESPONSIBILITIES

This job description, based on the National Standards of Excellence for Headteachers (2020), amended to suit St James CE School's context, sets out in four domains a set of developmental, challenging and aspirational standards. The CEO and LGB will use these standards with the Headteacher in developing strategic targets for the school context and for the setting of performance development objectives.

Qualities and Knowledge

1. Hold and articulate clear values and moral purpose for the leadership and management of St James CE Primary School, focused on providing a world-class education for our students of all abilities and backgrounds.
2. Model optimistic personal behaviour, positive relationships and attitudes towards students and towards parents and carers, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own knowledge, expertise and skills, and that of those around you.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and ensure continuous professional development that reflects the diverse needs of our school community.
5. Promote the interests of the school, translating opportunities arising from local and national policy into the school's context.
6. Communicate compellingly the school's vision and provide strategic leadership, empowering all children and staff to excel.

Children and Staff

1. Demand ambitious standards for all children, overcoming disadvantage and advancing equality of opportunities, instilling a strong sense of accountability in our staff for the impact of their work on pupil outcomes.
2. Secure and maintain excellence in teaching, through an understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.

4. Create an ethos within which all staff are motivated and supported to develop their skills and subject knowledge, to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning and creating a learning culture for all.
6. Hold all staff to account for their professional conduct and practice.

Systems and Processes

1. Provide a safe, calm and well-ordered environment for all students and staff, with a strong focus on safeguarding and the development of exemplary behaviour in school and in the wider community.
2. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
3. Establish, implement and maintain rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the Governing Body to understand its role and deliver its functions ever more effectively, in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning, to ensure the equitable deployment of budgets and resources, in the best interests of children's achievements and the school's sustainability.
6. Distribute leadership throughout the organisation, developing teams of staff, with distinct roles and responsibilities, who hold each other to account.
7. Have an understanding and awareness of how a small primary operates within a local multi academy trust.
8. Understand the national policy framework and the complementary rules and functions of government and national bodies

The Self-improving School System

1. Develop further the capacity of St James CE Primary School to work with the Vale Academy Trust and other schools and organisations in a climate of mutual challenge to champion best practice and secure excellent achievement for all children.
2. Develop and maintain effective relationships with other services to improve academic and social outcomes for all children.
3. Use the findings of evidenced based research to identify effective practice to inform continuing professional development, which contributes to the improvement of the school for the benefit of all students.
4. Maintain St James CE School as a centre of good practice for initial and continuing teacher and support staff education through high quality training and

sustained professional development for all staff.

5. Model innovative approaches to school improvement, leadership and governance.
6. Inspire and influence others, within and beyond our school, to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Further Responsibilities

1. The Headteacher will be expected to model excellent teaching and to teach a small part of the timetabled curriculum in their chosen subject specialism.
2. The Headteacher will be expected to ensure inclusion, diversity and access.
3. St James CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The person appointed as Headteacher of St James CE School will be required to support and deliver to this commitment.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the current position and, in consultation with the employee, can be reviewed in the future, as appropriate. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Headteachers.

Person Specification - Headteacher

		Essential	Desirable	Application	Interview
	Professional Qualifications				
1	Honours degree or equivalent	✓		✓	
2	Qualified teacher status	✓		✓	
3	National Professional Qualification of Headship (NPQH) or equivalent		✓	✓	
4	Evidence of continuous professional development in preparation for leadership/headship	✓		✓	✓
	Experience				
5	Substantial and significant recent experience in a primary school as part of a successful Senior Leadership Team	✓		✓	✓
6	Clear and demonstrable understanding of the current educational landscape	✓		✓	✓
7	A proven track record of successful classroom practice	✓		✓	✓
8	Committed to safeguarding and promoting the welfare of pupils	✓		✓	✓
9	Experience of a key role in a successful OFSTED inspection			✓	✓
10	Successful track record of Financial and Resource Management			✓	✓
11	Managing change		✓	✓	✓
12					
13					
	Skills, Knowledge and Understanding				
14	Ability to communicate and embed outstanding teaching and learning	✓			✓

15	Knowledge and understanding of the statutory educational framework, current education issues, relevant policies, legislation and codes of practice	✓		✓	✓
16	Clear understanding and knowledge of the role of governance in a MAT		✓		✓
17	Motivating teams. Ability and commitment to working flexibly and collaboratively as part of a team, whilst taking a leading role when required	✓		✓	✓
18	Developing and implementing strategies for school improvement, including data analysis, target setting and strategies for improving	✓		✓	✓
19	Understanding of the importance of working collaboratively with all stakeholders in the Trust, including the wider community and other local schools	✓		✓	✓
20	An understanding of and commitment to promoting the wellbeing of employees	✓			✓
21	Create a climate of open communication where people feel able to express opinion and know their views will be respected.	✓		✓	✓
22	Willingness to play a senior role in the multi-academy trust, contributing to school improvement at other schools within the Trust as well as at own school.	✓		✓	✓
23	Ability to create, inspire and promote a culture of high achievement for all	✓		✓	✓
24					
25					
	Other				
26	Commitment to working collaboratively as part of the multi academy trust and to take responsibilities and opportunities that arise from being part of the Trust	✓			✓
27	Willingness to work flexible hours, including evenings, weekends and a proportion of the school holidays when necessary	✓			✓
28	Current driving licence and access to a vehicle	✓			✓
	Personal Qualities				
29	Highly effective and credible leader, with strong leadership skills including influencing, negotiation and advocacy skills	✓			✓
30	An open and approachable interpersonal style with excellent relationship management skills that inspire respect and support	✓			✓
31	Demonstrate enthusiasm for, and commitment to, the role; along with resilience, integrity and a passion for education.	✓		✓	✓