Woodgate Primary School Head Teacher: Job description[LT1]

Salary – Group 3: L20 to L26 Manages – All professional and associate staff

Core purpose

- Promote and support the vision and direction of Woodgate Primary School
- Ensure that safeguarding is prioritised across the school site whilst having responsibility as a DSL
- Provide exceptional leadership that will enable Woodgate Primary School to build on success and provide an outstanding education for its children
- Work closely with the Governing Body and School Leadership Team across both schools to continue to maintain standards of achievement and attainment

Shaping the future

- Work closely with other members of the Senior Leadership Team DSLs to ensure the highest priority is given to safeguarding and promoting the welfare of children and staff in the school
- Ensure that the resources of the school are fully exploited to best maintain high standards for pupils
- Line manage *all* school staff on a day-to-day basis
- Be responsible for the performance management and development of teachers in the school
- Ensure the school's vision is clearly articulated, shared, understood and implemented
- Demonstrate the vision and the values in everyday work practice
- Motivate and work with others to create a shared culture and positive atmosphere
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
- Ensure that strategic planning is led by the aspirations and values of the school and is based upon rigorous school self-evaluation
- Research and keep abreast of current initiatives and analyse appropriate implementation when it is for the benefit of the children at Woodgate Primary School.

Learning and teaching

- Have a proven track record of outstanding teaching which clearly reflects current thinking
- Ensure a consistent and continuous focus on pupil achievement, using data and benchmarks to monitor progress
- Ensure a culture and ethos of challenge and support, where all pupils can achieve success and become engaged in their own learning
- Demonstrate and articulate high expectations and set challenging targets
- Implement strategies which secure high standards of behaviour and attendance
- Oversee the shaping, organisation and implementation of a diverse curriculum which reflects the school's vision
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Challenge under-performance at all levels and ensure effective follow-up

Communication and relationships

- Build a collaborative learning culture within the school and actively engage with other schools, to build an effective learning community
- Implement the agreed policies for staff induction, professional development and performance review
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture
- Manage own workload and that of others to allow for an appropriate work/life balance
- Develop and maintain a culture of high expectations for self and others, and take appropriate action when performance is unsatisfactory
- Review own practice regularly, setting personal targets and taking responsibility for own personal development

Woodgate Primary Schoo Head Teacher: Person Specification [LT2]

Managing the school

- Produce a clear, evidence-based SEF and improvement plans for the development of the school
- In partnership with Governors, recruit, retain and deploy staff in line with safeguarding practices
- Appropriately manage the workload of staff to achieve the vision of the school
- Attend meetings and report to the Governing body
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Ensure that the range, quality and use of available resources is monitored, evaluated and reviewed to maintain a high quality of education for all pupils and provide value for money

Efficient use of resources

- Work with the governing body on setting and using the school budgets to deliver outstanding education and to meet the objectives of the school improvement plans
- Manage the agreed budget on a day to day basis ensuring effective administration and control and value for money
- Monitor the budget and make appropriate adjustments to spending patterns in accordance with financial regulations and audit requirements
- Ensure that all staff and children contribute towards building and maintaining a positive learning and working environment for all

Securing accountability

- Develop an ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation
- Work with the Governing body to enable it to meet its responsibilities
- Develop and present a coherent, understandable and accurate account of the performance of the school with particular reference to the experience of the children to a range of audiences, including governors, parents and carers
- Reflect on personal contribution to school achievements and take account of feedback from others

Strengthening the community

- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnerships with other schools and promoting innovative initiatives
- Co-operate and work with relevant agencies to protect and safeguard the welfare of children

Woodgate Primary School Head Teacher: Person Specification [LT3]

	Essential	Desirable
Professional Qualifications	• Is a qualified teacher (e.g.Cert.Ed., B.Ed. or other 1st degree with PGCE or QTS) • Shows evidence of significant and relevant continued professional learning	• Has completed training in preparation for a senior leadership and management position
Shaping the future	• Is able to articulate a strong, clear vision for high quality primary education which maximises the potential of the school • Can articulate ways of building, communicating and implementing a shared vision • Has experience of school self-evaluation and can describe effective strategies for undertaking this • Demonstrates understanding of the strategic planning processes • Has experience of leading significant change which has impacted upon pupil outcomes (e.g. through a subject leader role)	• Has first-hand experience and involvement in school improvement planning (SIP and SEF)
Leading learning and teaching	• Demonstrates personal enthusiasm for teaching and learning • Is an outstanding classroom practitioner who can model the principles of effective teaching and learning to a high standard • Has an excellent understanding of assessment and how it can be used to plan curricular interventions to accelerate pupil progress • Can articulate strategies for improving the quality of teaching of colleagues • Has day to day working knowledge of the National Curriculum in KS1 and the EYFS curriculum • Has experience of working in partnership with senior staff to monitor, evaluate and improve teaching and learning	• Has successful experience of teaching in more than one school • Has experience of curriculum design and management • Has experience of using research evidence to inform teaching and learning • Has experience of coaching with adults or young learners • Proven teaching and learning roles such as AST, SLE or equivalent
Developing self and working with others	• Understands the importance of working in partnership with colleagues • Understands and prioritises staff well-being and expectations for workload • Demonstrates commitment to shared leadership and effective team work • Has experience of working alongside colleagues to improve their classroom practice • Understands the relationship between managing performance, professional development and school improvement • Can articulate strategies to develop professional learning of individuals and teams • Acts on feedback or self-evaluation in order to improve own performance	• Has experience of giving effective feedback and acting to improve the performance of others • Has experience of dealing with conflict and managing challenging situations

	• Demonstrates high expectations for self and others	
Managing the organisation	• Demonstrates understanding of the need to develop and sustain a safe, secure, healthy and fair school environment • Able to prioritise, plan and organise own workload and that of others • Able to identify, establish and sustain appropriate management structures and systems • Displays the ability to think creatively to anticipate and solve problems	• Has experience of project management for planning and implementing change • Has successfully developed, implemented, monitored and evaluated school policies • Has experience of implementing the performance management process

	Essential	Desirable
Strengthening community cohesion	• Has successfully used a range of strategies to encourage parents to support their children's learning and realise the school's vision • Shows a commitment to a multi-agency approach for the well-being of pupils and their families • Has the capacity to build partnerships and community consensus on values, beliefs and shared responsibilities • Is able to listen to , reflect, and act on feedback from stakeholders as appropriate • Shows a commitment to the wider school curriculum beyond school and the opportunities it provides for pupils and the school community	• Has experience of working collaboratively with other schools or communities to improve outcomes
Personal skills and attributes	• Demonstrates kindness and compassion to all – prioritising staff and personal well being • Demonstrates a genuine empathy with children and staff • Is able to communicate effectively and concisely with all stakeholders • Is a good listener • Is flexible and consistent with strength of character • Is capable of making reasoned judgements • Is approachable and has integrity • Embeds an ethos of trust and openness • Has a presence that inspires confidence and trust • Is able to motivate and inspire • Is able and willing to delegate appropriate responsibilities • Has confidence in others to take a leadership role	• Has experience of delivering staff supervision
Securing accountability	• Has a good understanding of the role of the governing body and can explain how the Head Teacher will assist governors to discharge their responsibilities effectively • Has a good understanding of the role of the Local Authority and external bodies such as OFSTED • Be accountable to parents for the education of their child and can articulate strategies that would enable parents to be involved in the life of the school • Experience of challenging and supporting others in order to achieve specific targets • Demonstrates understanding of individual, team and whole school accountability • Has a good understanding of available data sets and how they might be used to benchmark the school's performance and as a tool for target setting • Has a good understanding of budget management and control	• Has experience of reporting on progress to a range of audiences (e.g. a subject leader's report to governors) • Has experience pf leading a school • Has led a school through a recent OFSTED inspection • Has an understanding of school financial management