**Rosa Street Primary School**

**Job Description**

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| POST TITLE: | Head Teacher |
| GRADE: | Leadership scale points L13-L19 |
| REPORTING RELATIONSHIP: | Together Learning Partnership Board of Trustees |
| JOB PURPOSE: | To provide effective, dynamic and inspirational leadership in order that every child is able to fulfil their true potential. To be responsible for all aspects of the internal organisation, professional leadership, management and control of the school and for exercising supervision over teaching and support staff in accordance with the Instrument of Government. The post holder, working with and through others, will secure the commitment of the wider community to the school by developing and maintaining effective partnerships. In carrying out these duties, the Head Teacher will engage and consult, where appropriate, with the Board of Trustees, the Local Authority, Department for Education, the staff of the school, the parents and carers of its pupils and other relevant professional organisations it has a relationship with. |

## **MAIN DUTIES/RESPONSIBILITIES**

1. To fulfil all the requirements and duties as set out in the School Teachers’ Pay and Conditions Document relating to the Conditions of Employment of Head Teacher.
2. To meet the National Standards for Head Teachers as published by DfE.
3. Provide dynamic strategic direction and inspirational leadership at all levels of the school.
4. Lead the school through rigorous self-evaluation, including quality assurance and performance management at all levels.
5. Ensure that all in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short-term objectives and targets, which secure the educational success of the school.
6. To ensure that the principles and practices of equal opportunities and anti-discriminatory practice are applied by all staff.
7. Have a strong commitment to inclusion.
8. Promote the ethos and vision of Together Learning Partnership to a wide range of audiences.
9. Have overall responsibility for the school budget and the deployment of resource within the policy framework set by the Board of Trustees.
10. Ensure that the management, finance, organisation and administration of the school support its vision and aims.
11. Act as an ambassador for the school in further developing partnership and links with stakeholders that promote a positive profile of Together Learning Partnership.
12. Ensure that learning is at the centre of strategic planning and resource management.
13. Ensure a consistent and continuous school-wide focus on pupils’ achievement, using data and benchmarks to monitor progress in every pupil’s learning.
14. Ensure a culture of challenge and support where all pupils can achieve success and be fully engaged in their own learning.
15. Implement strategies which secure high standards of behaviour and attendance.
16. Monitor, evaluate and review classroom practice and promote improvement strategies.
17. Ensure that underperformance is challenged at all levels and ensure effective corrective action and follow-up is undertaken.
18. Lead Rosa Street Primary in achieving excellence, with a focus on continuous improvement and raising standards.
19. A good understanding of current local and national activities.
20. Build and maintain strong relationships with parents, staff, trustees and the whole community.
21. Be responsible for effective communication, both internal and external to the school, including dealing with the media.
22. Lead, motivate, support, challenge and develop all staff to secure improvement.
23. Participate in arrangements for Head Teacher Performance Management.
24. Ensure that the school’s policies and procedures are implemented across the school.
25. Take overall responsibility for health and safety matters for Rosa Street Primary by ensuring that there are effective measures in place for establishing health and safety policy and for planning, organising, controlling, monitoring and reviewing health and safety effectively.
26. Manage, monitor and review the range, quality, sufficiency and use of all available resources in order to improve the quality of education, improve pupils’ achievements, ensure efficiency and secure value for money.
27. Provide information, advice and support to the Board of Trustees to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
28. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Board of Trustees may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

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| **Essential** |
|  | **Criteria** | **Attribute** | **Stage Identified** |
| **Qualifications & Education** | E1 | Qualified Teacher Status  | AF/C |
|  | E2 | Further professional qualifications or evidence of further professional development/study | AF/C |
| **Experience & Knowledge** | E3 | At least 2 years’ experience as a Deputy Head Teacher or Head Teacher in a primary age range school. | AF/R |
|  | E4 | Experience of leading and managing significant curriculum design and development in a primary school | AF/I/R |
|  | E5 | Experience and evidence of managing, developing, inspiring and motivating staff | AF/I/R |
|  | E6 | Demonstrable success in raising standards at KS1 and/or KS2 | AF/I/R |
|  | E7 | A proven record in managing and promoting curriculum development | AF/I/R |
|  | E8 | Experience of monitoring and evaluating staff and pupil performance and supporting, challenging and intervening as appropriate | AF/I/R |
| **Skills** | E9 | Ability to communicate clearly and unambiguously to a range of audiences, together with an ability to negotiate at all levels and resolve conflict | I/R |
|  | E10 | Ability to set appropriate targets for the improvement of school performance and to establish, monitor and evaluate an action plan in relation to those targets | I/R |
|  | E11 | Ability to build, support and work both with and in high-performing teams | I/R |
|  | E12 | Ability to analyse information from a wide variety of sources and solve complex problems | I/R |
|  | E13 | Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines | I/R |
|  | E14 | ICT skills | AF/I/R |
| **Personal Attributes** | E15 | High personal standards of integrity and probity | I/R |
|  | E16 | Enthusiasm, vision, drive, adaptability and perspective | AF/I/R |
|  | E17 | Confident, positive and approachable persona | I/R |
|  | E18 | Ability to secure the loyalty and confidence of pupils, staff, parents, trustees and others | AF/I/R |
|  | E19 | Ability to create an exceptional positive ethos within the organisation which is recognised by staff, pupils, parents, trustees and the wider community | AF/I/R |
|  | E20 | Commitment to own personal development | AF/I |
|  | E21 | Role model for pupils and staff | AF/I/R |
| **Special Requirements** | E22 | Flexibility, mental resilience and well-developed self-management skills in order to meet the demanding nature of the role | I/R |
|  | E23 | Motivation to work with children | AF/I/R/D |
|  | E24 | Ability to form and maintain appropriate relationships and personal boundaries with children | AF/I/R/D |
|  | E25 | Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline | AF/I/R/D |

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| **Desirable** |
|  | **Criteria** | **Attribute** | **Stage Identified** |
| **Qualifications & Education** | D1 | NPQH, or in the case of a serving Head Teacher, LPSH, or a willingness to work towards this | AF/C |
|  | D2 | Recognised Management qualification | AF/C |
| **Experience & Knowledge** | D3 | Headship experience | AF/R |
|  | D4 | Teaching experience in more than one establishment | AF/I/R |

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| **Key – Stage identified** |
| AF | Application Form |
| C | Certificates |
| I | Interview |
| R | References |
| D | Disclosure Check |

*Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references.*