



Dear Candidate

Thank you for taking the trouble to look at the possibility of applying to be our head teacher. There are many reasons why you should consider applying. Firstly the children - we have fantastic children who come from diverse and sometimes challenging backgrounds. Secondly our staff we have a relatively stable staff team who are keen to learn and develop.

We are also part of the Birmingham Diocesan Academy trust - which is a Church of England Multi Academy Trust. This gives us lots of support around finance, HR and staff CRD.

As Governors we are really keen to find someone who will be committed to working in the diverse and exciting community that Handsworth is. I do encourage you to visit our website and take the opportunity to come and look round our school and meet our fabulous children.

(Peter French - Chair of Governors)

BIRMINGHAM CITY COUNCIL DIRECTORATE OF CHILDREN, YOUNG PEOPLE  
AND FAMILIES

**ST. MICHAEL'S PRIMARY SCHOOL**

**This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced CRB check is required for all successful applicants.**

**HEAD TEACHER - JOB DESCRIPTION**

**SALARY SCALE: L 12- L 18**

**As required by Paragraphs 60 - 66 of the School Teachers' Pay and Conditions Document.**

**1. Job Purpose**

As required by paragraph 61 of the School Teachers' Pay and Conditions Document, to be responsible for the internal organisation, management and control of the school.

**2. Duties and responsibilities**

**2.1 General**

To act in accordance with the requirements of paragraphs 60 and 62 of the School Teachers' Pay and Conditions Document

To undertake the professional duties of a head teacher as set out in paragraph 63 of the School Teachers' Pay and Conditions Document

To act in accordance with other legislation affecting the conduct of the school, particularly that governing health and safety matters and employment rights

**2.2 Specific**

**3 Line Management**

Responsible for the supervision of all staff employed in the school (other than school meals staff)

**4 Conditions of employment**

The above responsibilities are in accordance with the School Teachers' Pay and Conditions Document in terms of duties and working time and are also subject to any local agreements and LA guidance on interpreting conditions of service.

**5. Review and Amendment**

- 5.1 This job description is normally subject to annual review. Subject to the provisions of the School Teachers' Pay and Conditions Document it may be amended at the request of the Governing Body or the Head Teacher but only after full consultation between them. It will be signed if agreement is reached.

**6. Complaints**

- 6.1 If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Job description issued after consultation\_\_\_\_\_ (Signature of the Chair of the Staffing Committee)

Copy received by\_\_\_\_\_ (Signature of the Head Teacher)

Date\_\_\_\_\_

**PERSON SPECIFICATION: Principal St. Michael's Handsworth**

**St. Michael's Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.**

	<b>ESSENTIAL</b>	<b>* METHOD OF ASSESSMENT</b>
<b>INITIAL QUALIFICATIONS</b>	Qualified Teacher status.	<b>AF, I</b>
<b>FURTHER QUALIFICATIONS/ PROFESSIONAL DEVELOPMENT</b>	<p>Recent, relevant in-service training in current educational practice, including the leadership and management of teaching and learning.</p> <p>Knowledge and understanding of education and schools systems locally and nationally.</p> <p>Knowledge and understanding of the statutory duties and responsibilities for governance of an academy, especially those relating to Charitable Trustees and Company Directors</p>	
<b>EXPERIENCE</b>	<p>Considerable successful experience in leadership and management and demonstrating the ability to differentiate between them.</p> <p>Demonstration of a good understanding of School Improvement Planning and implementation.</p> <p>Experience of implementing Performance Management.</p> <p>Experience of partnership working with parents and the wider community including external agencies.</p> <p>Successful and varied teaching experience in appropriate phases, and working with children with social, emotional and mental health difficulties.</p> <p>Experience of co-ordinating family support services as appropriate.</p>	<p><b>AF, I</b></p> <p><b>AF, I</b></p> <p><b>AF, I</b></p> <p><b>AF, I</b></p> <p><b>AF</b></p> <p><b>AF, I</b></p>
<b>SKILLS AND ABILITIES</b>	<p>To develop and implement the academy's vision and values, and promote inclusivity and diversity within a framework of British Values.</p> <p>To develop a culture for learning and set high expectations for achieving success for all.</p> <p>To work to high professional standards, strategically and operationally, leading by example.</p> <p>To monitor, evaluate, and plan strategically for Academy Improvement and continuous professional development.</p> <p>To lead and manage effectively in an environment of high accountability.</p> <p>To manage the implementation of change effectively and sensitively.</p> <p>Demonstrate the ability to manage, motivate and support individuals and teams effectively.</p> <p>To deal effectively with under performance, in accordance with relevant policies and procedures.</p> <p>To understand and interpret complex data to inform effective decision-making.</p>	<p><b>AF, I</b></p> <p><b>AF, I</b></p> <p><b>AF, I</b></p> <p><b>AF, I</b></p> <p><b>AF, I, P</b></p> <p><b>AF, I</b></p> <p><b>AF, I</b></p> <p><b>AF, I</b></p> <p><b>AF, I</b></p>

	<p>To maintain a clear strategic financial overview of the academy and ensure pupil premium monies are spent effectively</p> <p>To demonstrate a focus on innovation, creativity and a willingness to work in a context of resource generation and appropriate risk-taking.</p> <p>To demonstrate a wide range of high level communication skills including new technologies.</p> <p>To use authority appropriately to maintain discipline.</p> <p>To promote and foster a positive image for the academy</p> <p>To seek and maintain effective multi-agency partnerships and collaboration, in order to share and disseminate best practice throughout the whole academy and beyond.</p>	<p><b>AF, I</b></p> <p><b>AF, I</b></p> <p><b>AF, I</b></p> <p><b>AF, I</b></p> <p><b>AF, I</b></p> <p><b>AF, I</b></p>
<b>OTHER</b>	<p>Evidence of working with a challenging and creative curriculum</p> <p>Ability and willingness to work in a church academy context with a diverse faith community</p> <p>Evidence of motivation for working with children.</p> <p>Evidence of ability to form and maintain appropriate relationships and personal boundaries with children and staff.</p> <p>Evidence of emotional resilience in working with children and staff exhibiting challenging behaviour.</p> <p>Ability to effectively implement safeguarding legislation and develop a culture of safeguarding awareness, risk assessment and management.</p> <p>Ability to coach and develop all academy staff appropriately.</p> <p>Demonstrate the promotion of positive behaviour strategies and constructive handling of problems.</p> <p>Evidence of actively involving all staff, parents, Governors and the community in the life and work of the academy, other schools and networks.</p> <p>Evidence of implementing Equal Opportunities and other legislation essential for the health, safety and well being of the academy community.</p> <p>Ability to effectively implement personnel procedures in the management of staff, with relevant knowledge of Employment Law.</p>	<p><b>AF, I</b></p> <p><b>AF, I</b></p> <p><b>AF, I</b></p> <p><b>AF, I</b></p> <p><b>AF, I</b></p> <p><b>AF, I</b></p> <p><b>AF, I</b></p> <p><b>AF, I</b></p> <p><b>AF, I</b></p> <p><b>AF, I</b></p> <p><b>AF, I</b></p>

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- Those elements marked **AF** - will be assessed in your **Application Form**
- Those elements marked **AF/IP** - will be assessed in your **Application Form** and during the selection process e.g. Interview, **P**resentation.
- Those elements marked **IP** - will be evaluated during the selection process e.g. Interview, **P**resentation

**NB:** If shortlisted, any relevant issues arising from references will also be taken up at interview. References will be used to support the selection panel's assessment.