**Job Description**

**Post Title: Headteacher**

**Responsible to: Governing Body**

**Salary: £47,501 - £64,736**

*Ref: Group 2 for England and Wales (excluding the London Area) of the Annual pay ranges for headteachers 2018.*

The Headteacher is required to carry out their professional duties in accordance with, and subject to Part 9 of the annual School Teachers’ Pay and Conditions Document, which can be downloaded from: <https://www.gov.uk/government/publications>

The Headteacher is accountable to the Governors for the organisation, management and control of the school. This job description will be subject to annual review as part of the performance management cycle.

# **Core Purpose**

As a Headteacher, we would expect that, for you, the children’s interests come first. You provide professional leadership and management for the school. You promote a secure foundation from which to achieve high standards in all areas of the school’s work.

Occupying a significant position in society and being a role model within the community of Newnham and the surrounding area you play a lead role in fostering and maintaining strong links with other community organisation, our neighbours and the education community at large.

Accountable for the education and wellbeing of current and future generations of children your leadership of our vibrant school has a decisive impact on the quality of teaching and pupils’ achievements.

You seek to build on our happy, caring, learning and professionally engaged staff team who are dedicated to making a substantial positive impact on pupils. Building on and appreciating staff strengths, you’ll also work to keep colleagues focused on core aspects of their job. This is a hands-on role. Leading by example, you will shape the professional conduct and practice of staff in a way that balances workload with wellbeing and leaves room for high quality continuous professional development for all.

Highly organised and able to plan ahead, you will be flexible and able to cope with shifting priorities and adept at managing time accordingly. Strategic and open in thought, you’ll have the ability also to create and implement a shared vision which empowers and entrusts staff to lead in their field of expertise.

You have a passion for remaining up to date with current education initiatives and working with colleagues to keep the school’s curriculum vibrant. The school currently fosters the Learning Without Limits approach and seeks to develop the potential of all learners in the school.

You secure a climate for the exemplary behaviour of pupils, set standards and expectations for high academic achievement within and beyond this schools.

# **Core Responsibilities of the Post**

As Headteacher you will:

**Teaching**

* Participate, to such an extent as may be appropriate having regard to other duties, in the teaching of pupils at the school, including the provision of cover for absent teachers.

**Management of pupil attainment**

* Determine, implement and monitor systems for monitoring and improving pupil attainment and progress.
* Determine and implement standards of behaviour and discipline
* Make good formative, diagnostic and summative use of relevant pupil and staff information and data drawing on your own education and data literacy expertise.

**Leadership**

* Articulate a strategic and compelling vision and ambition for the school
* Deliver effective leadership and management of teaching and learning
* Deliver effective leadership for child safeguarding and ensure effective systems are in place
* Motivate staff and pupils to achieve excellence
* Evaluate accurately the school’s performance and identify priorities for improvement
* Deploy resources effectively to achieve the school’s aims and deliver success for pupils
* Carry out the tasks required to lead and manage a safe, organised and purposeful learning environment for children and staff
* Promote equality of opportunity, respect diversity and eliminate unlawful discrimination
* Work effectively as part of the school’s Governing Body
* Advise and assist the Governing Body in the exercise of its functions
* Develop the School Development Plan for consideration by the Governing Body and manage, monitor and report on its implementation.

**Management and development of staff**

* Ensure high standards of teaching
* Establish an appropriate staff structure and define staff tasks, responsibilities and job descriptions, carrying out and delegating line management within this structure as needed
* Develop a working culture and practice with due regard to the wellbeing of staff
* Develop and implement structures of support and funding that effectively develop staff and inspire and enable them to grow professionally.

**Management of resources and premises**

* Ensure the development, maintenance, security and safety of the school building, grounds, equipment and other assets
* Take overall responsibility for the management of all the school’s financial resources and maintaining its secure financial position
* Determine short, medium and long-term priorities for the School having regard to the financial implications and ability to meet these from foreseen income
* Support and enhance the strong environmental ethos of the school.

**Management of the school within the community**

* Establish and maintain communication with other community organisations, employers and links with supporting external agencies and media
* Represent the school to other groups and the local community
* Support and encourage involvement of parents in the life and work of the school through the medium of the Parent Teacher Association and by other appropriate means
* Promote links with local primary and secondary schools and their leadership.

**Safeguarding commitment**:

This Governing Body and Cambridgeshire County Council are committed to safeguarding and promoting the welfare of children and young persons. To that end, the headteacher is expected to have up-to-date training in safeguarding laws, policies and practice, and must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).

**Person specification notes – to form the basis for selection criteria**

When completing your application please address the areas in the person specification marked with an “A”. With regard to Essential and Desirable criteria, state how you fulfil the criteria, describing the impact that has resulted from your work in current and previous relevant posts. You do not need to repeat information that is on the application form in your supporting statement.

|  | Essential | Desirable | Assessed by:(A = application, I = interview) |
| --- | --- | --- | --- |
| **Qualifications** |
| Qualified Teacher Status | \* |  | A |
| Degree or equivalent  | \* |  | A |
| National Professional Qualification for Headship (NPQH) |  | \* | A |
| Accredited school leadership and management training |  | \* | A |
| Higher Degree |  | \* | A |
| **Knowledge** |  |  |  |
| Safeguarding law, policies and practice | \* |  | A |
| Excellent of knowledge of the National Curriculum | \* |  | I |
|  |  |  |  |
| **Experience** |  |  |  |
| Substantial successful teaching experience in the age range of the school | \* |  | A/I |
| Experience of leading, building, engaging, motivating and managing teams of educators and staff and proven track record as senior manager in primary education | \* |  | A/I |
| Experience of addressing problems and resolving conflict by applying skills of leadership, arbitration and reconciliation. Able to handle difficult situations effectively with subtlety and sensitivity |  | \* | I |
| Able to lead by example, a team worker but also a self-starter who motivates and gets result |  | \* | I |
| Experience of developing effective links with the community and their own “standing” within the community |  | \* | I |
| Evidence that s/he is positive and approachable with a commitment to equal opportunities and high achievement from Staff | \* |  | I |
| Financial management experience and of understanding financial issues related in particular to school funding | \* |  | A/I |
| Experience of working with and as part of an active and supportive School Governing Body | \* |  | A/I |
| Sound experience of leadership in curriculum delivery, monitoring and assessment. | \* |  | A/I |
| **Expertise** |  |  |  |
| Able to inspire high levels of performance in pupils |  | \* | I |
| Able to use data and other sources of information to analyse the complexity of issues relating to pupils’ attainment and progress and develop effective and creative responses | \* |  | A/I |
| Ability to analyse complex financial information and develop effective and creative responses to source and optimise school funds |  | \* | I |
| Able to analyse complex curriculum issues and develop effective and creative responses and has the skills necessary to communicate effectively about curriculum, both within the Schooland in the community (for example to parents) | \* |  | I |
| Ability to analyse complex issues relating to resources and premises, and develop effective and creative responses  |  | \* | I |
| Able to effectively communicate with staff, parents, pupils and governors and is sensitive to the School's role within the community | \* |  | I |
| **General Qualities** |  |  |  |
| Is able to articulate a clear, compelling strategic vision and ambition for the school | \* |  | A/I |
| Articulate, inspiring and supportive | \* |  | I |
| Capacity for development and evidence of pursuing appropriate professional development recently |  | \* | A/I |
| Ability to effectively manage priority issues and be adaptable and responsive to circumstances |  | \* | I |
| Ability to gain and maintain the confidence and respect of colleagues, pupils and parents and is a balanced decision maker with consistency of judgement and inner integrity | \* |  | I |
| Regard for existing good practice and will implement any necessary change with foresight and sensitivity |  | \* | I |
| Able to demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, in their teaching and in their communication with parents/carers and the wider community | \* |  | A/I |
| Regards personal achievement for each individual in the School community as a high priority | \* |  | A/I |
| Passion for the quality of the School environment | \* |  | I |