



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

Job Description

Post:	Head of Primary
Responsible to:	Federation Principal
Grade:	L17-L21
Key relationships:	Federation senior leadership team; governors; teaching and associate staff; LA representatives; partner professionals; parents; pupils; local community; professional associations.
Location:	Castle Newnham- the Castle site (referred to as 'the school site' in this document).
Working pattern:	Full-time and to the agreed standards for school senior leaders in the most recent version of the School Teachers' Pay and Conditions Document.
Disclosure level:	Enhanced

Job purpose:

- to be responsible as part of the senior leadership team for the strategic leadership outcomes and direction of the Castle Newnham Federation, supporting the Federation Principal;
- to be responsible for day-to-day management and organisation on the Castle Site.
- to be accountable for standards and outcomes across the primary phase jointly with the Head of Primary on the Newnham Site;
- to be responsible for the safeguarding of children on the school site;
- to deputise for the Federation Principal in day-to-day organisational and management decisions across the primary phase.

Responsibilities:

Strategic leadership, management and organisation

- Contribute to the strategic development of the federation through full participation in meetings and discussions of senior staff, development of policy and via line management meetings as per the agreed schedule;
- Be responsible for all day-to-day management and organisational issues on the school site;

- Monitor and evaluate standards jointly with the Head of Primary on the Newnham Site across the whole primary phase reporting directly to the Federation Principal and, where required, to the governing body;
- Produce regularly reviewed documentation to record evaluative activity and judgements across the whole primary phase (SEF) and detailed plans for development (SDP);
- Advise and support the senior leadership team and, where required, the governing body on all matters pertaining to standards in the primary phase jointly with the Head of Primary on the Newnham Site; devising, taking and monitoring appropriate action to improve these as required;
- Take a full part in the sharing of good practice across the federation and with other high-performing institutions;
- Support the drive to become a leading edge, innovative and high-performing federation;
- Ensure that staff within the primary phase are well supported and helped to improve and progress as professionals through high-quality CPD jointly with the Head of Primary on the Newnham Site;
- Contribute to all leadership discussion and provide information on matters pertaining to, resources, budget planning, present and future staffing needs on the school site;
- Lead on the organisation and administration of internal assessments and national tests taking place on the school site;
- Undertake whole-federation development projects according to identified and agreed priorities and evaluate the impact of these upon pupil outcomes;
- Undertake any other reasonable professional task as directed by the Federation Principal.

Leadership of teaching, learning and assessment:

- Play a full and active part in the senior leadership of the federation;
- Lead on and be accountable to the Federation Principal and governing body for standards of teaching and pupil outcomes in the whole primary phase jointly with the Head of Primary on the Newnham Site;
- Set clear expectations for pupils' learning, ensuring mastery of knowledge and skills;
- Ensure high standards and excellent organisation & management of the nursery provision;
- Lead on the development of the primary curriculum and assessments from EYFS to end of Year 6, jointly with the Head of Primary on the Newnham Site;
- Ensure that the federation's primary curriculum takes into account the need to teach British Values and Social, Moral, Spiritual and Cultural Education (PSHCE) and keep this under review according to national guidance;
- Generate and support collaborative curriculum and pastoral activity with pupils, parents and staff at Hazeldene School;
- Ensure that appropriate and regular parents' evenings are held across the primary phase and provide the key senior leadership presence at these meetings;
- Be familiar with the code of practice for identification and assessment for Special Educational Needs and Disabilities (SEND) as well as federation practice in this area and contribute to / make use of appropriate documentation;
- Ensure that all pupils in the primary phase are supported to achieve regardless of their SEND or stage of learning English or home disadvantage;
- Contribute to teaching according to need;
- Deputise for the Federation Principal in all day-to-day decision making in her absence on the school site.

Leadership of care, guidance, behaviour and safeguarding

- Be the senior point of contact for parents of pupils on the school site and ensure a strong presence at drop-off and collection times;
- Ensure high-quality care and guidance of pupils as is required by the federation;
- Ensure that parents have access to relevant support by signposting community and partnership provision and by playing a full part in Bedford Borough's Early Help Strategy;
- Lead jointly with the Head of Primary on the Newnham Site on all aspects of transition within the primary phase;
- Monitor the social, personal and academic progress of pupils;
- Promote good attendance in the primary phase and monitor in accordance with the federation's attendance policy;
- Ensure that there are high expectations for pupils' behaviour on the school site by establishing a purposeful working atmosphere in accordance with federation policy;
- Ensure and model positive relationships with pupils and parents based on warmth and respect;
- Ensure that the agreed behaviour policy is followed on the school site, monitoring, recording and acting to improve any incidents of poor behaviour;
- Liaise with partner professionals responsible for pupils' welfare, care and guidance.
- Be fully accountable for all matters pertaining to safeguarding on the school site and act as the federation's designated safeguarding officer for pupils and staff on this site.

Professional standards

- Support and contribute strategic thinking to the ethos, vision, principles and values of the federation;
- Model the treatment of colleagues, pupils and all members of the community, with respect and consideration;
- Ensure that all pupils are treated fairly, consistently and without prejudice;
- Set a good example to staff and pupils in terms of appropriate dress, standards of punctuality and attendance;
- Support the aims of the federation through ensuring full staff attendance at and participation in events such as open evenings, curriculum / assessment evenings and the like;
- Ensure that the ethos of the federation is upheld by all staff and challenge or support in this where necessary;
- Take responsibility for own professional development and lead on arrangements as adopted by the federation for the assessment of performance on the school site;
- Reflect on own practice as well as the practices of the federation with the aim of achieving excellence in every area of our work;
- Contribute to and ensure adherence to the various policies of the federation and devise and implement federation improvement plans;
- Contribute to the development and management of the federation by leading individual, team and staff meetings as required;
- Ensure that all deadlines are met as published in the school calendar;
- Be accountable for all matters relating to health and safety on the school site, liaising closely with the Federation Premises Manager;
- Promote lifelong learning and promote enrichment and extension activities within the federation.
- Lead relevant teams in the review and setting of appraisal objectives agreed annually and monitor progress, reporting to the Federation Principal;

- Contribute to the leadership of the federation's programme for Initial Teacher Training and to the development and implementation of the programme of continuous professional development, assessing its impact upon standards.

Knowledge and understanding

- Demonstrate, model and disseminate a clear and well-thought-out understanding of current educational issues, theory and practice and ensure that up-to-date information is shared in a clear and timely manner across the federation;
- Demonstrate and model an interest in educational debate and research, encouraging this in teams and colleagues across the federation;
- Have and disseminate secure knowledge and understanding of assessment in the primary phase and its impact upon curriculum design and development;
- Keep abreast of developments in the field of child protection by liaising with the local safeguarding board, attending relevant training or events and reading relevant bulletins and publications;

Safeguarding children

Castle Newnham Federation is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

General

The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Terms and Conditions on the Department for Education website. .

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

This job description and person specification may be renegotiated by the Federation Principal if changing circumstances arise.