



Wheatley CE Primary School

Wheatley CE Primary School
Littleworth Road
Wheatley
Oxfordshire OX33 1NN



Church House Oxford
Langford Locks
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HEADTEACHER JOB PURPOSE AND DESCRIPTION AND PERSON SPECIFICATION

The DfE's 'National Standards of Excellence for Headteachers' gives details of the generic role and professional responsibilities of the Headteacher. You should be familiar with these.

Within that framework, the school's Local Governing Body and ODST are seeking to emphasise the following.

JOB PURPOSE

To develop further an innovative, happy and successful primary school by:

- providing a strong, clear, inspiring and widely shared vision for its future and positive, innovative, incisive strategic direction and leadership for sustainable success;
- ensuring the highest possible quality of education, range of opportunities and standards of attainment for all children;
- developing and managing the school efficiently and effectively, building on its strengths, innovating and securing prolonged developments and improvements;
- fostering and building on the Christian ethos of the school, as welcoming to families of all faiths and none;
- embedding the school in the local community, and engaging children, parents and staff as a community of learners, developing rapport and building relationships.





JOB DESCRIPTION

As a Headteacher intent on taking forward this developing and ambitious primary school your key accountabilities will be:

Leadership and Strategic Direction

As the Headteacher you will be expected to provide effective organisation and management of the school seeking ways of improving its organisational structures and functions based on rigorous self-evaluation. You will need to ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. Your aim will be to build capacity across the workforce and manage the deployment of resources to meet the needs of the school and achieve value for money.

As a dynamic leader you will:

- manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, safeguarding and health & safety regulations and reflects an ethos in which all individuals feel valued and in which they can reach their full potential as set out in the Ethos and Values statement of ODST (Oxford Diocesan Schools Trust).
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure that a clearly articulated vision for the school is shared, understood and acted upon by everyone.
- Give clear leadership, educational direction and professional guidance through actively engaging Governors and staff to develop and implement agreed aims and policies through the school's Strategic Development Plan.
- Provide a strong and positive ethos reflecting commitment to high achievement, a safe and effective learning environment, good relationships, and equality of opportunity for all children.
- Create, lead and work closely with a well-motivated, collaborative and supportive staff team, whose talents are valued, shared, utilised and celebrated to the benefit of each other and the children.
- Embed an enabling culture with distributed leadership and responsibility.
- Implement successful performance management processes with all staff.
- Ensure the school provides educational excellence based on a supportive Christian ethos, the valuing of its staff, its quality of education, the standards achieved, the engagement and contentment of its children and the involvement of its parents and community.
- Regularly review own practice, set personal targets, taking responsibility for own personal development.

Learning and Teaching

- Develop a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning
- Provide a happy and productive environment in which the care, well-being and fulfilment of the potential of each child is nurtured and valued.
- Ensure the successful implementation of the Early Learning Goals, curriculum requirements, the wider curriculum and local management of schools for the direct and full benefit of children and their learning.
- Foster excellent practice and high expectations and standards across the full age and ability range.
- Ensure there are effective monitoring, tracking and informed understanding and use of children's progress and achievements.

- Work with and develop the role of the School Council.
- Provide a safe, well-maintained, attractive and stimulating school environment.
- Develop and maintain strong programmes of extra-curricular activities.
- Lead assemblies, and as appropriate teach classes as an aspect of your commitment to the children and the school.

Management and Accountability

- Provide effective developmental management of a larger than average primary school with an extensive staff team of experienced and new teachers and other staff, intending to grow in size and to become Outstanding in Ofsted and SIAMS evaluations.
- Evaluate accurately and consistently the school's performance and identify priorities and means for improvement.
- Use educational data to inform practice and decisions in management and teaching.
- Lead and manage the annual planning, monitoring, budgeting and evaluation procedures in partnership with Governors and staff.
- Ensure efficient operational management of the school, its premises, finances and resources.
- Lead the recruitment, monitoring, evaluation and development of all staff, focused on high standards and improving practice.
- Ensure that clear, suitable and effective accountability procedures are enacted and that there are means to report periodically to all stakeholders.
- Inform, advise and assist the Local Governing Body and attend its meetings
- You may want to consider specific safeguarding criteria: e.g. ensure the effective management of all health, safety and well-being matters, including safeguarding, in line with school and national frameworks.

Development

- Facilitate and initiate new ideas and encourage developments in the curriculum, teaching and learning.
- Use Information and Communications Technologies actively to benefit teaching and children's learning and to support the school's management systems and communications internally and externally.
- Ensure effective staff development and training, providing opportunities for each individual's personal and professional growth and for sharing these for mutual benefit.
- Demonstrate evident commitment to your own professional development.

Working with Others

- Negotiate positively and effectively with co-users of this multi-user site.
- Forge and develop strong and supportive relationships and positive liaison with parents, governors, the community, other schools, ODST and the services and agencies which support education.
- Promote the development and effective use of links and partnerships beyond the school, including with community organisations.
- Represent the school positively at external events and meetings.



PERSON SPECIFICATION

These criteria will be the basis for the short-listing and interview process. Applicants are requested to take account of them when applying.

A = Application

I = Interview

T = Task

R = Reference

A – Qualification and Experience	How to be assessed
You will have:	
1 A Degree or Qualified Teacher Status (with graduate or postgraduate study relevant to primary education).	A / R
2 A significant period of successful primary teaching experience in at least two primary schools	A / R
3 Effective leadership experience with the ability to demonstrate tangible improvements (ideally within special measures schools)	A/I/R
4 A record of recent professional development that prepares for this post	A / I / R
B – Qualities, Skills & Capabilities	How to be assessed
You should have:	
1 The drive and ability to take up the role of leader, provide clear direction, manage development and change, take positive risks, and enthuse and motivate others, inspiring continual improvement	A / I / R
2 A passionate and informed commitment to children's development and their engagement with schooling, and to the development of inclusive practice for all members of the school community	A / I / TT
3 The ability to develop a strong sense of community and vision for the school and its facilities, involving partnership with parents, the local community and other bodies	A / T / I
4 The ability to identify, prioritise, monitor, evaluate and manage financial and human resources to achieve educational and pastoral goals	A / T / I
5 The ability to understand and make positive use of the rich social and cultural diversity within the school and its surrounding community	A / I

B – Qualities, Skills & Capabilities (continued ...)	How to be assessed
6 Good interpersonal skills and be approachable for all members of the school community, skilled in listening to views and ideas, sharing these and enabling decision-making, so as to provide the best for the children, staff and parents.	A / I / R
7 Good, consistent contact and communication skills, written and oral, with everyone.	A / T / I / R
8 An approach that is respectful and in sympathy with the Christian foundation of the school and the skills to lead a church school.	

C – Knowledge and Understanding	How to be assessed
You should possess:	
1 The ability to communicate a clear vision for the school and how it will develop over the next five years, knowing and implementing what is required for an aspirational, Special Measures school to become a Good school	A / I
2 A well-informed understanding of children’s learning, how teachers can best teach, and ways to encourage high standards, enabled through careful monitoring, evaluation and target setting with staff and Governors	A / I / T / R
3 A good knowledge and understanding of the nature of teaching of the primary curriculum, with a clear sense of the role, value and vitality of extra-curricular activities.	A / I / R
4 Knowledge and understanding of the context of Church of England primary school and of Christianity alongside awareness of and respect for other faiths	A / R / T / I
5 Knowledge and the ability to create and implement a Strategic Development Plan based on effective self and team review, which identifies priorities and sets targets, ensuring that all children are included, achieve high standards and make progress, increasing teachers’ effectiveness, and securing continuous school improvement.	A / I
6 Understanding and the ability to motivate and enable all staff to carry out their respective roles to the highest standard through performance management and continuous professional development.	A / T / I
7 Knowledge and the ability to provide objective support and advice to the Local Governing Body, to enable it to meet its responsibilities	A / T / I
8 Understanding and the ability to ensure that parents and children are well informed about the curriculum, progress and attainment, and about the contribution they can make to achieve their children’s and the school’s goals and targets for improvement and development.	A / I / T
9 Understand the strategic importance and the use of Information and Communication Technologies in teaching, learning, management and communications.	A / I