

Job Description Teaching School Leader

Bedonwell Infant and Nursery School and Teaching School

The job description is subject to the general conditions of service for a Teaching School Leader as set out in the current Teachers Pay and Conditions Document. It is not an exhaustive list of all the duties and responsibilities and may, in discussion with the successful applicant, be subject to changes in accordance with his/her personal growth and the needs of the Teaching School.

Title of Post	Teaching School Leader
Responsible for	Bexley Teaching School Alliance
Based at	Bedonwell Infant and Nursery School, Ignis Academy Trust

This is a fixed-term 2-year appointment in the first instance, pending the development of a long term and sustainable Business Plan for the Teaching School.

The Teaching School Leader will lead the strategic and operational development of the Teaching School. S/he will work to develop partners and partnerships and to expand the client base for the Teaching School. The Teaching School Leader will spend one day per week on In-reach/outreach work within Ignis Academy Trust and wider, working with leaders and teachers to developing the quality of teaching and learning in schools and to build the capacity of other colleagues to support the work of the Teaching School and Trust. The Teaching School Leader will work alongside the CEO/ Head Teacher and Deputy Head Teacher to enhance and extend the vision, scope and remit of the Teaching School.

This is a unique post that requires a substantial level of confidence, self-reliance, creativity, innovation, ambition and determination.

Starting date	January 2018
Salary	L1 – L4

Accountable to:	The Executive Head Teacher/CEO and Head Teacher of the Teaching School, Governing Body and Teaching School Council
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Line Managers:	The Executive Head Teacher/CEO and Head Teacher of the Teaching School
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Please note: Hours will be flexible in agreement with the Executive Head Teacher/CEO or Head Teacher to cover attendance at evening and/or weekend events.

Job Purpose:

- To be responsible for the day-to-day management of the Teaching School and staffing
- To be responsible for the sound financial operation of the Teaching School
- To develop effective operation and Business Plan
- To ensure QA on all programmes/ aspects of operation
- To be responsible for the delivery of The Big Six
- To design, develop and bring to market innovative CPD programmes
- To expand the remit of Teaching School operation beyond The Big Six, ensuring long-term financial viability
- To support the development of effective pedagogy in the partnership schools
- To work one day per week on In-reach at the Ignis Academy Trust and thereafter at other partnership schools

Shaping the future

The Teaching School Leader will be responsible, alongside key stakeholders, for enhancing and extending the vision for the Teaching School, which inspires and motivates the Teaching School partners and community. The vision includes core educational values, moral purpose and is inclusive of all stakeholders.

The Teaching School Leader will:

1. Contribute to the development and use of technologies for learning and teaching.
2. Design and develop innovative training and support programmes and Teaching School activities.
3. Contribute to leading-edge developments in teaching and learning and support for teaching and learning.
4. Initiate and lead Action Research projects.
5. Work on own initiative to bring emerging practice to the attention of the Teaching School and Alliance partners.
6. Work on own initiative to bring leading-edge activities to Teaching School and Alliance partners.

Strategic Direction and Development of the Teaching School

The Teaching School Leader will be responsible for working with the Head Teacher and Teaching School Alliance partners, to enhance and extend the strategic view for the Teaching School, to analyse and plan for future needs and for the further development of the Teaching School within the local, national and international context.

The Teaching School Leader will:

1. Formulate overall aims and objectives for the Teaching School and implementation plans.
2. Create an ethos and provide educational vision and direction which secures effective relationships between Teaching School partners.
3. Develop with partners all Teaching School plans, policies and operations.
4. Secure the commitment of the wider community to the vision and direction of the Teaching School to create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that targets are met, and securing Teaching School improvement.
5. Ensure that all those involved in the Teaching 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 success of the Teaching School.
6. Ensure that the management, finance, organisation and administration of the Teaching School support its vision and aims;
7. Manage complex projects involving a range of stakeholders.
8. Ensure that policies and practices take account of national and local data and inspection research findings.
9. Monitor, evaluate and review the effects of policies, priorities and targets of the Teaching School in practice and take action if necessary.

Leading and Teaching

The Teaching School Leader will be responsible for working with the Teaching School Alliance partners to secure and sustain effective teaching and learning throughout the Teaching School Alliance and to monitor and evaluate the impact of the Teaching School on teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement.

The Teaching School Leader will:

1. Promote a stimulating style of learning, high quality pedagogy and high standards of customer service.
2. Ensure a consistent and continuous Teaching School-wide focus on The Big Six.
3. Ensure that high quality learning and high quality service delivery is at the centre of strategic planning and resource management.
4. Lead, establish, cascade and embed creative, responsive and effective approaches to learning and teaching.
5. Ensure a culture and ethos of challenge and support throughout the Teaching School Alliance
6. Demonstrate and articulate high expectations and set ambitious targets.
7. Contribute to creative curriculum design and development.
8. Ensure an effective and rigorous assessment framework is used to evidence the work of the Teaching School.
9. Take a strategic role in the development of the new and emerging technologies to enhance and extend the learning experience of pupils and to support and enable improvements in the quality of teaching.
10. Monitor, evaluate and review practice and promote improvement.

Leading and Managing Staff

The Teaching School Leader will be responsible for leading, motivating, supporting, challenging and developing staff to secure improvement.

The Teaching School Leader will:

1. Maximise the contribution of staff to improve the quality of service delivery.
2. Plan, allocate, support and evaluate work undertaken carried out by and on behalf of the Teaching School.
3. Implement and sustain effective systems for the management of staff performance.
4. Participate in arrangements for performance management.
5. Ensure that staff working on behalf of the Teaching School are appropriately trained, monitored, supported and assessed.

Efficient and Effective Deployment of Staff and Resources

The Teaching School Leader will be responsible for deploying people and resources efficiently and effectively to meet specific objectives in line with the Teaching School's strategic plan and financial context.

The Teaching School Leader will:

1. Work with Teaching School Alliance partners and senior colleagues to recruit staff of the highest quality.
2. Work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of service provided.
3. Advise the Teaching School Alliance partners and implement decisions in relation to staffing.
4. Advise the Teaching School Alliance partners on the adoption of effective procedures to deal with the competence and capacity of staff.
5. Advise Teaching School Alliance partners on appropriate priorities for expenditure, allocate funds and to ensure effective administration and control.
6. Manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the activity and health and safety regulations.

7. Make arrangements, if so required, for the security and effective supervision of Teaching School buildings and/or buildings used by the Teaching School.
8. Undertake Health and Safety responsibilities.
9. Ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially risky activity.
10. Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of delivery, ensure efficiency and secure value for money.

Accountability

The Teaching School Leader will be accountable for the efficiency and effectiveness of the Teaching School to the Head Teacher, Bedonwell Infant and Nursery School Governing Body, the Teaching School Alliance partners, Teaching School Council, Regional Schools Commissioner and the National College.

The Teaching School Leader will:

1. Provide information, objective advice and support to the Teaching School Alliance partners to enable the Teaching School to meet its responsibilities for achieving The Big Six and for achieving efficiency and value for money.
2. Report to the Teaching School Alliance partners on the discharge of the Teaching School Leader's functions and the affairs of the Teaching School.
3. Create and develop an organisation in which all Teaching School Alliance partners and staff recognise that they are accountable for the success of the Teaching School.
4. Present a coherent and accurate account of the Teaching School's performance in a form appropriate to a range of audiences, including National College, Ofsted and Governors.

Strengthening Community

The Teaching School Leader will:

1. Build a distinctive Teaching School culture and offer which takes account of the richness and diversity of the Teaching School's communities.
2. Ensure a range of community-based learning experiences.
3. Contribute to the development of the education system by sharing effective practice, working in partnership with the National College, partners and other Teaching Schools and promoting innovative initiatives and networks.
4. Co-operate and work with relevant agencies to protect children.
5. Ensure that the Teaching School promotes effective links with both the immediate community and a potential wider catchment area and continues the development of close liaison with other local primary & secondary schools.
6. Ensure that the Teaching School offers an appropriate breadth of services.