

## Job Description

<b>Post:</b>	Head Teacher, Stoke Damerel Primary Academy, Reach South Academy Trust
<b>Responsible to:</b>	Director of Primary Education
<b>Salary:</b>	Leadership Scale (£52,930 - £61,341 per annum) salary dependent on experience and qualification
<b>Location:</b>	Stoke Damerel Primary Academy, Plymouth

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The Head Teacher will carry out his/her professional duties in accordance with and subject to the National Conditions of Employment for Head Teacher and relevant education and employment legislation. He or she will endeavour at all times to meet the Department for Education's National Standards of Excellence for Head Teacher.

The job description may be amended at any time following discussions between the Head Teacher and the Director of Primary Education and will be reviewed annually as part of the Head Teacher's performance review.

### Core Purpose

The core purpose of the Head Teacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.

### The Head Teacher will:

- effectively manage teaching and learning
- promote excellence, equality and high expectation for all pupils
- provide vision, leadership, inspiration and direction
- be the lead professional for safeguarding and child protection
- evaluate school performance and identify priorities for continuous improvement
- deploy resources effectively to achieve the school's aims
- carry out day-to-day management, organisation and administration
- secure the commitment of the wider community by maintaining and developing active partnerships
- create a safe and productive learning environment which is engaging and fulfilling for all pupils

- work effectively with the school's Governing Body.

### **To improve the life chances of children and young people**

The Head Teacher will work with the Director of Primary Education, Governing Body and Trust to develop a staff that has the necessary skills and knowledge to promote equality, respect diversity and challenge stereotypes in order to promote the rights of children and young people. He or she will recognise the role that parents, carers and families play in helping children and young people to succeed and thrive through being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic well-being.

#### **The Head Teacher will ensure that staff:**

- listen, question and respond to what is being communicated by children and those caring for them
- demonstrate knowledge of the physical, intellectual, linguistic, social and economic growth and development of babies, children and young people
- recognise when a child or young person may not be achieving their developmental potential or their health may be impaired and be able to identify sources of help for them and their families
- understand the impact on a young person of transitions they may be going through
- work successfully on a multi-agency basis and be clear about the role of the Head Teacher and the roles of other professionals
- adopt the right approach to information sharing by following the correct procedures and by ensuring that the child or young person, parent or carer understands the process

### **To shape the future**

The Head Teacher will work with the Director of Primary Education, Governing Body and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community and to develop the ethos of the school linked to its core aims and values.

#### **The Head Teacher will:**

- think strategically, build and communicate a coherent vision in a range of compelling ways
- inspire, challenge, motivate and empower others to carry the vision forward
- model the values and vision of the school.

### **To lead teaching and learning**

The Head Teacher will take responsibility for raising the quality of teaching and learning and for pupils' achievements within a successful learning culture.

### **The Head Teacher will:**

- demonstrate personal enthusiasm for, and commitment to, the learning process
- demonstrate the principles and practice of effective teaching and learning
- access, analyse and interpret information
- initiate and support research and debate about effective teaching and learning and develop relevant strategies for performance improvement
- acknowledge excellence and challenge poor performance across the school.
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### **To develop self and work with others**

The Head Teacher will develop relationships and communication which underpin a professional learning community that enables everyone in the school to achieve.

### **The Head Teacher will:**

- foster an open, fair, equitable culture and manage conflict
- develop, empower and sustain individuals and teams
- enable staff to manage their workload to achieve an appropriate work-life balance
- collaborate and network with others within and beyond the school and Trust
- challenge, influence and motivate others to attain high goals
- give and receive effective feedback and act to improve personal performance
- accept support from others including colleagues, governors, Trust and the Local Authority

### **To manage the organisation**

The Head Teacher will provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. Through effective collaboration with others, he or she will ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment for pupils, staff and members of the school community. This includes adhering to safe employment procedures which place the safety of children and young people at the heart of all practices.

### **The Head Teacher will:**

- establish and sustain appropriate structures and systems
- manage the school efficiently and effectively on a day-to-day basis
- delegate management tasks and monitor their implementation
- prioritise, plan and organise his/her own work and that of others when appropriate
- make professional, managerial and organisational decisions based on informed judgements
- think creatively to anticipate and solve problems.

## **To secure accountability**

The Head Teacher is legally and contractually accountable to the Trust and Governing Body for the school, its environment and all its work. The Head Teacher must also fulfil wider accountabilities in relation to pupils, parents, carers, the Trust, the Local Authority and other relevant groups.

### **The Head Teacher will:**

- demonstrate awareness of national policy direction and anticipate educational trends
- engage the school community in systematic and rigorous self-evaluation of the work of the school and work closely with the Governing Body to ensure that effective self-evaluation informs school improvement priorities
- collect and use a rich set of data to understand the strengths and weaknesses of the school
- combine the outcomes of regular school self-review with external evaluations in order to develop the school.

## **To strengthen community**

The Head Teacher will engage with the internal and external school community to secure equity entitlement. This includes collaborating with other schools and with parents and carers and other agencies for the well-being of all children and developing extended services to meet the needs of the community.

### **The Head Teacher will:**

- recognise and take account of the richness and diversity of the school's communities
- engage in a dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities
- listen to, reflect and act on community feedback
- build and maintain effective relationships with parents, carers, partners and the community that enhance the education of all pupils.

**Job Descriptions are not exclusive or exhaustive and the nature of the Head Teacher's position entails that the post holder may be required to carry out additional duties as reasonably required.**