

THE PRIMARY FIRST TRUST



Head Teacher
The Federation of Barnehurst Schools

Surrounding Children with Excellence



JOB DESCRIPTION

Job purpose including main duties and responsibilities:-

In addition to the Conditions of Employment for Head Teachers laid down in Part 9 of the School Teachers' Pay and Conditions Document 2008 (section 2, paragraphs 57 to 64), the purpose of the role is to provide strategic leadership and hold overall accountability for direction, standards achieved and quality in order to:

- With governors, provide the leadership and management which enables the School to give every pupil high quality education and which promotes the highest possible standards of achievement;
- Build leadership capacity in the Leadership Team through skilled governance;
- To work within the processes of The Primary First Trust and respond to requirements associated with the School's membership of The Primary First Trust.
- To meet the post-appropriate National standards as published by the DFE.

Key Accountabilities:

Creating the Future of School

- Working with Governors and the Trust to create the strategic vision for the School;
- Motivate others to create a shared learning culture and positive climate through the distribution of leadership through teams and individuals;
- Translate the vision into agreed objectives and operational plans;
- Work alongside other Primary First Trust Schools to provide support and improvement in the quality of provision for all children.

Leading Teaching and Learning / Working through Other Leaders to:

- Ensure a continuous and consistent school-wide focus on pupils' achievement, using data, assessment information and benchmarks to monitor progress;
- Establish creative, responsive and effective approaches to the curriculum, learning and teaching and CPD for improvement;
- Set high expectations and set stretching targets for the school community;
- Monitor, evaluate and review school practice and promote improvement strategies including undertaking teaching observations and other systematic monitoring;

ABOUT THE ROLE

Apply by: 12am on Monday 8 October 2018

Interviews on : Tuesday 16th October 2018

Job start: January 2019

Salary: L18—L24

Location: The Federation of Barnehurst Schools, Bexley

Contract type: Full Time

Contract term: Permanent

Canvassing:

Canvassing of any member of the Governing Body or The Primary First Trust for appointment disqualifies the applicant.

Informal discussion:

If you would like an informal discussion with Justin Smith (CEO) regarding the post, please contact him via e-mail

hhullait@thepriamryfirsttrust.co.uk

Application Form:

Please complete the Primary First Trust application form, providing a covering letter

Referees:

References will be requested prior to interview.

- Monitor and evaluate National and Local Strategies and comment on their appropriateness for the school, leading the implementation of them;
- Tackle under-performance at all levels;
- To maintain and promote high standards of behaviour and consistent disciplinary procedures as set out in the school's Behaviour & Anti-Bullying Policy;
- Ensure the smooth and organised day-to-day running of the school;
- Embed clear vision and values that permeate school life.

Developing Self and Working with Others

- Ensure the development of, and maintaining of effective strategies and procedures for all staff induction, professional development and performance review;
- Promote and maintain a culture of high expectations and standards for self and others;
- Be a leadership role model for excellence;
- Ensure effective planning, allocation, support and evaluation of work of teams and individuals;
- Regularly review own practice set personal targets and take responsibilities for own development;
- Meet with parents and carers as appropriate;
- Ensure the positive promotion and reputation of the school and the Primary First Trust;
- Liaise with all outside agencies, as appropriate, to support pupils and staff including attending case conferences and core groups etc. when working with Social Care;
- To ensure the School meets its statutory obligations in relation to safeguarding, child protection and LAC procedures;
- To fulfil the role of the Designated Teacher.

Managing the Organisation

- Ensuring the on-going development of an organisational structure which reflects the school's values and enables effective and efficient operations;
- Ensure evidence-based improvement plans and policies promote continuous school improvement;
- Effectively strategically manage the school's human and physical resources;





TO APPLY

Complete the application form provided and return by email to:

hr@theprimaryfirsttrust.co.uk

By 12am on Monday 8 October 2018

Appointments to visit the school can be made through Hardeep Hullait on

01474 565903 or

hhullait@theprimaryfirsttrust.co.uk

For further information about the School please see the website:

www.barnehurstfederation.co.uk

www.theprimaryfirsttrust.co.uk

- Be responsible and accountable for all health and safety regulations, procedures and policies. Ensure these are regularly reviewed in accordance with statutory requirements;
- Work directly with the Governing Body to review and quality assure their processes in order that the school leadership performs to a good and outstanding level;
- Recruit, retain and deploy staff appropriately.

Financial Propriety

- Promote the highest standard of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the schools learning objectives;
- Work with the Trust and Central Finance Team to use the agreed budget to actively monitor and control performances to achieve value for money;
- Identify and inform the Governors of the causes of significant variance and take prompt corrective action;
- Work with the Trust and Central Finance Team to propose revisions to the budget if necessary, in response to significant or unforeseen developments.

Securing Accountability

- Develop a school ethos which enables everyone to work collaboratively;
- Ensure individual staff accountabilities are clearly defined, understood and agreed;
- Work with the Governing Body to enable it to meet its statutory responsibilities; ensure every individual child has access to high quality teaching and learning.

Strengthening Community

- Create and promote sensitive strategies for challenging racial and other prejudice;
- Ensure a range of community-based learning experiences;
- Collaborate with other agencies to ensure pupil and community needs are met;
- Use the school to promote community cohesion and the school framework to promote extended services and work with other partners.

EQUAL OPPORTUNITIES STATEMENT

The Primary First Trust, an equal opportunity employer, values the diversity of our work force and the knowledge of our people.

The Primary First Trust provides all qualified applicants consideration for employment without regard to age, race, colour, religion, sex, sexual orientation, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

The Primary First Trust is committed to providing reasonable adjustments to individuals with disabilities.



Head Teacher

PERSON SPECIFICATION

APPOINTMENT CRITERIA	Assessed from
<p><u>Leadership and Management</u></p> <ul style="list-style-type: none"> To be able to inspire the school community to achieve the very best provision and outcomes for all pupils. 1,2 To have the ability to develop and maintain a clear and coherent vision for the school and to lead and motivate others to plan for and deliver it. 1,2 To be able to ensure rigorous and extensive monitoring, searching analysis and self-challenge that results in exceptionally well-focussed and successful school improvement across the school 1,2 Proven ability to motivate staff across all experience levels and develop high performing teams, delegating appropriately. 1,2 Excellent change management skills, with drive, energy, perseverance and sensitivity to identify, anticipate and deliver required change successfully and to maintain continuous improvement. 1,2 Experienced in the development and robust application of performance management, staff professional development and learning improvement programmes. 1,2 Comprehensive understanding of financial management and planning with a proven ability to optimise the use of resources to support learning successfully. 1,2 Ability to monitor and evaluate the quality of teaching and learning in order to raise standards and maximise pupil progress. 1,2 Successful implementation and monitoring of measures that promote and ensure the safeguarding of children 1,2 	

- 1 = assess from written application
- 2 = assess from interviews/tests
- 3 = assess from documentary evidence

Head Teacher

PERSON SPECIFICATION

APPOINTMENT CRITERIA	Assessed
<u>Strategic Perspective</u> <ul style="list-style-type: none"> • Commitment to and understanding of the pursuit of excellence and how to move forwards, continually raising standards for all children across the School. 1,2 • Through strategic leadership, to maintain and develop further, a culture in which all children are excited, engaged and motivated by learning. 1,2 • Experience and understanding of school improvement and the ability to develop and implement this with the effective involvement of all key stakeholders, including Governors. 1,2 • Demonstrate commitment to maintaining the ethos and values of both schools and to ensuring the highest quality of behaviour for all. 1,2 • Demonstrate a commitment to diversity and inclusion. 1,2 • A commitment to the principles of Keeping Children Safe in Education including safeguarding and promoting children's welfare. 1,2 • To be able to further develop the school as a hub of the local community and establish links with the local children's centre. 1,2 • Embrace the use of ICT to support strategic school management and curriculum development. 1,2 	
<u>Communication</u> <ul style="list-style-type: none"> • To be an effective communicator in order to meet the needs of different situations and audiences across the school and wider community. 1,2 	
<u>Professional Expertise</u> <ul style="list-style-type: none"> • Significant experience as a leader of education with a sustained record of school improvement. 1,2 • Experience of the effective management of resources, including finance, HR and health and safety. 1,2 • Experience of developing partnership and learning between schools. 1,2 • To have a thorough knowledge and understanding of and commitment to meeting the needs of children aged from 3 to 11 years. 1,2 	

Head Teacher

PERSON SPECIFICATION

APPOINTMENT CRITERIA	Assessed
<ul style="list-style-type: none">• Good understanding of recent curricular and educational developments, including strategies for improvement in pupil attainment across the curriculum.	1,2,3
<ul style="list-style-type: none">• Ability to analyse statistical data to inform planning and development of strategies for raising pupil achievement and further accelerating pupil progress.	1,2
<ul style="list-style-type: none">• Evidence of effective appointment and personnel management.	1,2
<ul style="list-style-type: none">• To work with integrity and enthusiasm, treating people fairly and with dignity and respect.	1,2
<ul style="list-style-type: none">• Experience of working effectively with Governors, other agencies, parents and the community.	1,2
<u>Experience and training</u>	
<ul style="list-style-type: none">• An existing Head Teacher or first-time Head Teacher.	3
<ul style="list-style-type: none">• Previous successful experience as a Head Teacher/Principal or Deputy Head Teacher or Head of School or Vice Principal or Assistant Head Teacher.	1,2
<ul style="list-style-type: none">• Evidence of successful implementation of strategies for raising achievement and promotion of spiritual, moral, social and cultural development and pupil well-being.	1,2
<ul style="list-style-type: none">• Evidence of personal professional development activities over the last two years relevant to Headship.	3

Head Teacher

PERSON SPECIFICATION

APPOINTMENT CRITERIA	Assessed from
<u>Personal Qualities (Emotional Intelligence)</u>	
<ul style="list-style-type: none"> Self-awareness <ul style="list-style-type: none"> Emotional self-awareness Accurate self-assessment Self-confidence 	1,2
<ul style="list-style-type: none"> Self-management <ul style="list-style-type: none"> Emotional self control Transparency Adaptability Achievement orientation Initiative Optimism 	1,2
<ul style="list-style-type: none"> Social awareness <ul style="list-style-type: none"> Empathy Organisational awareness Service orientation 	1,2
<ul style="list-style-type: none"> Relationship management <ul style="list-style-type: none"> Developing others Inspirational leadership Change catalyst Influence Conflict management Team work and collaboration 	1,2
<ul style="list-style-type: none"> Approachable 	1,2
<ul style="list-style-type: none"> Excellent communicator 	1,2
<ul style="list-style-type: none"> Confident and competent 	1,2
<ul style="list-style-type: none"> Motivator and innovator 	1,2
<ul style="list-style-type: none"> Personal commitment to quality and excellence 	1,2
<ul style="list-style-type: none"> Able to work effectively and cooperatively between schools and with all stakeholders 	1,2
<ul style="list-style-type: none"> Able to negotiate effectively to further the school's objective 	1,2
<ul style="list-style-type: none"> Committed to equal opportunities 	1,2

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