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| **Post Title:** | **Headteacher – Liberty Primary School** |
| **Salary:** | **L11 – L24b Inner London £59,963 - £79,489 (Group 3)** |
| **Start date:** | **September 2019** |

**Job Description**

**Main Purpose of the Job**

The Headteacher will have overall responsibility for the organisation, management and conduct of the school, providing:

* professional leadership and strategic direction to ensure the achievement of the highest possible standards in all areas of the school’s work, to ensure its improvement and success;
* high-quality education and standards that will satisfy the vision and aims of the school;
* management of the school’s resources;
* the cultivation of an environment that secures and promotes the achievement of both pupils and staff.

**Priorities**

* To maintain and continue to develop a learning environment which sets high expectations and delivers consistently improving results;
* To embed a culture of achievement and strong progress in all year groups and thereby work towards our vision to become an Outstanding school and the school of choice for Mitcham families.
* To work constructively in partnership with the Governing Body in order to enable it to carry out its strategic and statutory functions to the highest possible standard;
* To maintain the profile of Liberty Primary School by working collaboratively with other local primary schools, secondary schools, institutions of higher education, the Merton Teaching School Alliance and Mitcham Town Community Trust.

**Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions Document, which should be read in conjunction with this document. This job description is based on the National Standards for Headteachers.

**Strategic Direction and Development of the School**

* To develop the strategic vision and development plan for the school, and work with the Governing Body and the Leadership Team to implement, monitor and review the plan for further development of the school within the local, national and international context;
* To lead by example and provide inspiration and motivation to the whole school community, in keeping with Liberty’s overarching ethos and associated policies for the school, which promote high levels of progress and attainment within an inclusive, caring and safe environment;
* To work in partnership with the whole staff and governors, to ensure that the plan is regularly monitored, evaluated and reviewed to meet all statutory requirements;
* To ensure that strategic planning takes account of the diversity, values and aspirations of the families who use the school and the wider local community;
* To demonstrate an awareness of political insight, anticipate trends and embrace future opportunities with a positive mindset.

**Learning and Teaching**

* To ensure that learning is at the heart of the school at all times and to take responsibility for enhancing the quality of teaching and learning across the whole school so that all our outcomes are exceptional;
* To inspire and coach every teacher to deliver quality-first teaching for every pupil every time;
* To promote a culture of continuous improvement using comparative data and benchmarks to evaluate and improve performance based upon a sound process of effective planning and assessment for every child;
* To lead, develop and monitor the curriculum to ensure a creative, flexible and balanced approach for every child that stimulates enjoyment and enthusiasm for learning;
* To promote and encourage creativity and innovation in the use of new technologies to enhance teaching and learning;
* To develop and maintain a broad range of extra-curricular activities across the school;
* To maintain and further develop effective systems for communicating with pupils, parents, staff and governors to ensure that individual targets and progress are achieved.

**Develop Self and Others**

* To lead, motivate, support, challenge and develop the whole school staff to ensure that everyone in the school can maximise their potential;
* To lead by example and create a shared commitment and responsibility for the school through collaborative team work, distributed leadership and professional reflection;
* To build a collaborative culture which positively embraces change and progression through staff empowerment and team work;
* To treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture and to allow an appropriate work/life balance.

Job

**Manage the Organisation**

* To provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation;
* In partnership with the Governing Body, to set appropriate priorities for expenditure within a balanced budget and ensure effective and efficient financial and administrative controls;
* To produce and implement clear evidence-based improvement plans and policies for the school environment and its facilities;
* To recruit, retain and deploy staff appropriately and manage their workloads in order to achieve the school’s goals;
* To maintain effective systems for safeguarding all pupils, working with external agencies as required.

**Accountability**

* To be accountable for the efficiency and effectiveness of the school to the Governing Body and others, including pupils, parents, staff, the Local Authority and the community;
* To promote a culture of self-evaluation among the whole school staff so that they feel accountable for the success of the school;
* To provide accurate, timely and appropriate accounts of the school’s performance to a range of audiences including the Governing Body, parents, the LA, local community, Ofsted and others to enable them to play their part effectively;
* To manage effectively and direct specific targets, such as Pupil Premium, justifying their allocation and accounting for their impact.

**Strengthen the Community**

* To maintain and develop a school culture and curriculum that embraces the richness and diversity of the school’s communities, building on a strong ethos that values pastoral care;
* To ensure learning experiences for students are linked to and integrated with the wider community, compatible with life in Britain;
* To engage positively with the internal and external school community ensuring that parents and pupils are well-informed about the vision and plan for the school to encourage their involvement in ensuring high achievement for all;
* To maintain and promote positive strategies for challenging racial and other prejudice and dealing with bullying and harassment;
* To collaborate with agencies to ensure the academic, spiritual, moral, social, emotional and cultural wellbeing of pupils and their families;
* To develop and maintain effective partnerships with other primary and secondary schools, including the Mitcham Town Community Trust, the Merton Teaching School Alliance, the Local Authority and other agencies, to further pupil welfare and achievement;
* To develop further, and maintain, an effective partnership with parents and carers to support and improve pupils’ achievement and personal development;
* To promote gender equality and combat inequalities;
* To oversee effective communications with stakeholder groups, employing digital and other media, to inform and engage with parents and the broader local community.

**Safeguarding and Promoting the Welfare of Children**

* To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation;
* To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role;
* To be fully up to date with the latest legislation on Keeping Children Safe in Education and its application

**PERSON SPECIFICATION**

**Applicants should fully address the 20 criteria indicated (L) in the supporting statement section of the application form. The application form suggests you limit your supporting statement to two sides but, if necessary to address the points, please go beyond this.**

**THE PERSON**

The Governors of Liberty Primary School are looking for an inspirational leader who can enable our pupils to achieve to their maximum potential and to create an environment where staff are fulfilled and motivated to prepare the children for the future. The right person will have the flair and skill to release the potential of the school, to build on the commitment of all stakeholders to further the culture of continuous improvement, and to set and deliver high standards of behaviour and attainment.

The successful candidate will have proven success at building and leading high-performing teams and motivating pupils and staff. He or she will have an innovative and inspirational approach, along with a clear commitment to inclusive education in the community.

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| **Qualifications, Skills and Qualities** | **Essential (E) or Desirable (D)** | A - Application form  L – Supporting Statement  S - Selection process  I – Interview  R - References |
| **Training and Qualifications**   1. QTS 2. Good Honours Degree 3. Higher Degree or equivalent 4. National Professional Qualification for Headteachers, or working towards this 5. Relevant or recent development that prepares the applicant for this post | **E**  **E**  **D**  **D**  **E** | **A**  **A**  **A**  **A**  **A** |
| **Experience of teaching and school leadership**   1. A minimum of 5 years’ teaching in a school where continuous improvement can be demonstrated through results. 2. At least two years of leadership experience in a school where continuous improvement can be demonstrated through results 3. Experience in effectively leading a robust performance management system monitoring, evaluating and reviewing performance of teaching and support staff. | **E**  **E**  **E** | **A**  **A, I**  **A, I** |
| **Vision and Strategy**   1. A commitment to and experience of Inclusive education in an urban multi-cultural environment. 2. A commitment to equal opportunities in its widest sense and a clear understanding of the differing barriers to achievement for different groups. | **E**  **E** | **L, I**  **L, I** |
| **Strategic Leadership and Management**   1. Strong evidence of strategic planning and delivery. 2. Evidence of leading by example in order to promote the school’s vision and values for the students, staff, governors and parents of the school. 3. Experience of good governance and the ability to build a constructive and candid relationship with the governing body. 4. Use of effective performance management processes, the ability to identify and acknowledge excellence, and the resolve to challenge inadequate performance at all levels. 5. Experience of successful leadership and of building teams and a commitment to staff development at all levels. 6. Experience of managing HR issues effectively. | **E**  **E**  **E**  **E**  **E**  **E** | **L**  **L**  **L**  **L**  **L**  **L** |
| **Accountability and Financial Management**   1. Experience of managing and overseeing a wide range of budgets and a clear understanding of the financial and legal responsibilities of the Headteacher. | **E** | **L, S, I** |
| **Skills and Knowledge**   1. An excellent track record as an effective innovator of education and possession of an in-depth understanding of national education priorities and trends including an up-to-date knowledge of Ofsted requirements. 2. Recent successful management of school self-evaluation and of the Ofsted process. 3. An analytical and evidence-based approach with a clear understanding of data, and of how to use data appropriately. 4. The successful candidate must be systematic and thorough, paying attention to detail at all operational levels of the school environment. | **E**  **E**  **E**  **E** | **L, S, I**  **L, S, I**  **L, S, I**  **L, S, I** |
| **Communication**   1. Excellent written communication skills, and the ability to think creatively, anticipate and solve problems. 2. An engaging oral communicator who can adapt to a wide range of audiences. 3. A good listener with the ability to value and be receptive to the ideas and concerns of others. 4. A responsive communicator who understands the benefits of the use of a variety of media (including social media) to communicate the vision, ethos and operational aspects of the school. | **E**  **E**  **E**  **E** | **L**  **S, I**  **S, I**  **S, I** |
| **Teaching and Learning**   1. A commitment to learning and teaching and a track record of delivering strategies which raise standards for all students. 2. Evidence of the use of monitoring and evaluation strategies that raise the quality of teaching and learning, and student outcomes. 3. A record of highly successful teaching and achievement in their own subject with the ability to demonstrate outstanding practice to others. | **E**  **E**  **E** | **L, S, I**  **L, S, I**  **L, S, I** |
| **Pupils**   1. Ability to develop a philosophy of high aspiration and expectation for every pupil. 2. The ability to command the respect of pupils by demonstrating a firm but fair approach and a highly visible presence in the school. 3. The ability to maintain and build up the high standards of pupil behaviour so that this becomes outstanding at all times. 4. Evidence of developing a strong pastoral system that protects and safeguards pupils, and encourages them to enjoy school and achieve their potential. | **E**  **E**  **E**  **E** | **L, S, I**  **S, R, I**  **S, R, I**  **L, S, I** |
| **The Wider Community**   1. Experience of successfully establishing links with parents, businesses, the local authority, and other key stakeholders including other schools, parents and the wider local community. | **E** | **L** |
| **Personal Attributes**   1. The candidate must have:  * Professionalism, loyalty and integrity, valuing diversity and the unique place and contribution of every individual in the learning community; * Management skills and ability to maximise available resources to support and coach staff; * The ability to motivate and inspire all members of the school community; * A passion for delivering high-quality education for pupils; * A commitment to their own professional development.  1. The candidate must be:  * Able to clearly communicate the strategic vision and motivate and inspire staff and children in the constant pursuit of excellence; * Adaptable to changing circumstances and new ideas and be able to make decisions based on sound judgement; * Self-aware, energetic, enthusiastic, reliable, approachable and highly visible with personal impact and presence; * Self-motivated with a high level of organisational skills and the ability to prioritise workloads effectively, making professional management and organisational decisions based on informed judgements; * Able to work closely with others, drawing on their strengths and delegating when appropriate. | **E**  **E** | **S, I, R**  **S, I, R** |