

## **HEAD TEACHER JOB DESCRIPTION AND PERSON SPECIFICATION**

### **THE ROLE**

This is an exciting opportunity for an outward facing, energetic and highly committed leader to build on the excellent work of the last Head Teacher. A collaborative approach and a strong commitment to continuous improvement are essential as well as a willingness to work with key external stakeholders.

### **THE JOB DESCRIPTION**

The new Head Teacher will continue to raise the school's profile and to develop further the quality of both the academic and extra-curricular activities. The Head is accountable to the Governing Body and Langley Park Learning Trust.

The core purpose for the Head Teacher is to provide the professional leadership of the school, taking responsibility for the internal organisation, management and day-to-day operation. He or she will be expected to build and motivate the high performing staff, both teaching and non-teaching, and will be responsible for the school's performance and its future direction within the strategic and accountability framework agreed with the Governors and Trust. The post-holder will also be expected to contribute to the sharing of educational innovation and ideas and developments with other schools in the Trust.

### **The Head's specific responsibilities are:**

#### **1. Educational Leadership**

- 1.1 Promotion of excellence and innovation in teaching and learning to ensure both academic progress and the creative, physical, spiritual and social development of the pupils of all abilities and backgrounds
- 1.2 Recruitment, selection, appointment and development of the teaching and support staff
- 1.3 Evaluation of the standards of teaching and learning, ensuring that high standards of professional performance are established, appraised and maintained
- 1.4 Ensuring pupil assessment and performance systems operate effectively and appropriate targets for improvement are set for all pupils at all ability levels
- 1.5 Promotion of self-discipline, good behaviour and enjoyment of learning
- 1.6 Creation of a stimulating community, encouraging enquiring minds and the development of lifelong learning skills that prepare children for success at secondary school
- 1.7 Provision of a safe and secure environment that safeguards the well-being, health and safety of the children and staff

#### **2. Strategic leadership**

- 2.1 Develop and articulate in consultation with the Governors an inspiring and forward looking vision and strategy for the school, which continues to enthuse and motivate all stakeholders

and drive continued improvement in what the school offers pupils

- 2.2 Work with the Governors informing, advising and ensuring they are fully briefed on all relevant matters in a timely manner
- 2.3 Work with the Governors to build relationships with the wider community, including other primary schools, secondary schools and pre-schools
- 2.4 Maintain the vision and standards through any periods of significant change

### **3. Financial management and oversight**

- 3.1 Set an annual budget in consultation with the Governors and oversee the school's operation within that budget

### **4. Communications**

- 4.1 Develop strategies to maintain the profile of Clare House as the primary school of choice locally
- 4.2 Ensure good communications between the school and parents and carers of current and potential pupils
- 4.3 Develop effective communications between Clare House and other schools in the trust and the wider community

### **5. Generation of additional activities and income**

- 5.1 Encourage and oversee the development of new opportunities for the school to increase its income and the range of extracurricular and out of school activities available for the children
- 5.2 Support and encourage the work of the Parent Teacher Association

## **THE PERSON SPECIFICATION**

### **The Candidate should demonstrate**

- 1. A real passion for the education of all children
  - 2. The ability to drive and manage change effectively
  - 3. Experience of leading and managing people, including teaching staff, non-teaching and administrative staff
  - 4. Experience of developing a team and sustaining positive relationships
  - 5. Commitment to raising educational standards and offering a breadth of educational experience
  - 6. Ability and willingness to work collaboratively with other schools and stakeholders
  - 7. Ability to manage the financial and business aspects of the school
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8. Integrity and independence of thought
9. High level thinking skills, emotional intelligence and sound judgement
10. First class written and oral communication skills
11. The ability to act as a high profile ambassador for the school in the wider community
12. A warm, open and approachable style
13. Energy, confidence, dynamism, stamina and an optimistic outlook

#### 14. REMUNERATION

The Head Teacher's salary is determined by the size of the school. The salary range for this role is L18-L24. The Governors anticipate that the salary offered will reflect previous experience and qualifications and the considerable responsibility to be taken by the new post holder

#### HOW TO APPLY

The application form must be used and submitted. Candidates are advised to relate their responses to the Person Specification.

There is a structured induction programme, including mentoring and ongoing personal development opportunities.

To arrange a visit to the school please contact the school on 020 8658 4633 or on [admin@clarehouse.bromley.sch.uk](mailto:admin@clarehouse.bromley.sch.uk)

**Applications must be received by Monday 25<sup>th</sup> March 2019 (midday). Please send them to Mrs Tamasine Barrett:** [tpb@lpgs.bromley.sch.uk](mailto:tpb@lpgs.bromley.sch.uk)

**Interviews will be on Thursday 4<sup>th</sup> and Friday 5<sup>th</sup> April 2019.** Shortlisted candidates should prepare to be available for both dates.

*The Staff and Governors of Clare House Primary School are all committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*