Southwark Diocesan
Board of Education
Multi-Academy Trust
Developing Church of England Education

JOB DESCRIPTION

JOB TITLE: HEADTEACHER
LOCATION: ST GEORGES CofE PRIMARY SCHOOL

The job description should be read alongside the range of duties and responsibilities of Headteachers as set out in the current Teachers' Pay and Conditions Document.

Role Purpose

The Headteacher will lead and inspire excellence throughout the whole school. They will work alongside staff to ensure success for all pupils at every stage of their education and provide them with skills and confidence for their future life and work.
Your role will be to work with the SDBE Multi-Academy Trust, governing board, parents, staff, Diocesan Board of Education and Local Authority to improve outcomes for students rapidly and lead the School to successfully establish itself as an academy as part of a SDBE Multi Academy Trust.
You must have the commitment, enthusiasm and energy to undertake the duties of this post

Vision and values for the School

- To create a shared vision and strategic plan, informed by rigorous and accurate self-evaluation, which inspires and motivates students, staff, governors and all members of the School community, ensuring that high quality learning is at its heart.
- To ensure that the School's Christian ethos and values are at the heart of a fully inclusive, whole School community.

Inspirational leadership

- To model outstanding leadership behaviours which build a high performing culture of academic excellence.
- To develop robust, transformational, leadership throughout the School, by inspiring all staff and promoting teamwork, collective responsibility and accountability.
- To establish a professional learning community in which staff thrive whilst addressing any under-performance in order to uphold teacher standards.
- To lead whole school worship and any additional major celebratory events.
- To be a reflective practitioner and take responsibility for own professional development.

Delivering and modelling excellence in teaching and learning to provide continuous improvement

- To set and promote the highest expectations and standards of teaching.
- To monitor and evaluate effectiveness in learning outcomes, providing interventions for students and development pathways for all staff in continuous professional development, as well as encouraging a mutually supportive ethos amongst the staff.
- To maximise the learning of all students and securing high educational standards by delivering a challenging curriculum designed to involve, engage and enthuse.
- To ensure the highest standards of achievement for all students through high expectations and diminishing any gaps between identifiable groups.
- To ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- To monitor, review and evaluate the work of the School and prepare for future inspections.
- To meet the needs of all students, taking into account their experience, interests and aptitudes, relevant legislation and codes of practice such as SEND and the Equalities Act 2010, so that each student fulfils their potential.
- To provide a rich extra-curricular programme which develops students spiritually, morally, socially and culturally.

- To create an outward-facing school which works with other schools and organisations to develop and share best practice in order to secure excellent academic and social outcomes for all students.

Partnership and collaboration
- To enhance and develop the School's existing partnerships with other schools, especially those within the SDBE Multi-Academy Trust.
- To develop strategic and local links with the wider community, using all available communication channels and marketing tools to promote the school.
- To create and maintain an effective partnership with parents/ carers to secure excellent academic and social outcomes for all students.
- To engage with the Governing Body so that it understands its role and delivers its functions effectively.

Operational management
- To establish and maintain clear and effective systems and structures to secure the efficient operational management of the School.
- To ensure the necessary policies and procedures are created, maintained, updated and implemented.
- To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies.
- To create an environment that promotes the safety, health and wellbeing of pupils and staff at all times.
- In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.
- To implement the School's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the School's service.
- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with Equalities legislation..

Budget and financial management
- Take ownership for robust budget and financial management of the School's budgets and resources.
- To identify changes that might be introduced to the curriculum or other aspects of the School's operation which might deliver budgetary efficiencies enabling resources to be allocated to priority activities that may be currently underfunded.
- To establish options for securing future income and maximise opportunities for revenue earning activities, such as commercial lettings.
- To establish investment opportunities in educational resources, new activities and the capital development of the School.

Ethos: In all relationships, particularly when initiating or brokering actions and solutions, all Trust staff members should be mindful of the importance of Christian values and pastoral care within a performative context.

Confidentiality: Treat all information acquired through employment, both formally and informally, in confidence.

Equalities: The SDBE has a strong commitment to achieving equality of opportunity in its schools and in the employment of people. The post will ensure that the MAT meets its statutory obligations in relation to all aspects of equalities legislation.

Health and Safety: Be responsible for own Health & Safety, as well as that of colleagues, service users and the public.

Southwark Diocesan
Board of Education
Multi-Academy Trust
Developing Church of England Education

HEADTEACHER – PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
1. Qualified Teacher Status.	√	
2. Demonstrable records of continuous professional development (CPD).	√	
3. NPQH, MBA or other management qualification.		√
Experience, knowledge and skills		
4. Evidence of being an outstanding primary classroom practitioner within a multicultural school.	√	
5. Successful senior leadership experience at headteacher/ deputy headteacher/ assistant headteacher level, ideally in a primary school.	√	
6. Experience, knowledge and skills to develop a high performing culture in all aspects of School activity, including academic outcomes, the quality of pastoral care for everyone and professional skills amongst staff.	√	
7. Experience of managing change successfully, encouraging innovation and empowering others to deliver the vision.	√	
8. An understanding of educational issues and challenges, including the statutory legal and financial frameworks.	√	
9. Experience of successful financial planning and budget management.		√
10. Demonstrate the skills to use Information Communication Technology (ICT) very effectively as a tool for management and educational purposes.		√
Personal qualities		
11. Be resilient, hardworking, extremely self motivated and action orientated.	√	
12. Be able to uphold and promote the Church of England character, ethos and worship of the School.	√	
13. Be a practicing Christian of any denomination who understands the importance of their active Christian faith and how this relates to upholding and promoting the Church of England character, ethos and worship of the School.		√
14. Show strong strategic vision and a clear understanding of the direction and guidance needed to deliver the vision.	√	
15. Be inspirational and model outstanding leadership behaviours which build a high performing culture.	√	
16. Be proactive and able to deliver results at a whole school level, whilst also setting ambitious targets to engender and embed a high performance culture.	√	
17. Make informed and effective decisions, even when these involve tough choices or considered risks, communicating these as clear direction.	√	
18. Able to delegate effectively and hold others to account for delivering high performance.		√
19. Display commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.	√	
20. Able to show respect for individual differences, as well as being culturally aware and sensitive.	√	
21. Actively listen, empathise with and take account of differing views, respond constructively and respect other opinions, whilst also being able to defend own views coherently and calmly.		√

22. Communicate clearly and effectively, in speech and in writing, to a variety of audiences including pupils, parents, governors and the wide community.		√
Operational management		
23. Proven ability to devise, implement and monitor effective measures for improving the performance of the school and the attainment of students based on rigorous self-evaluation, inspection reports and all relevant data.	√	
24. Possess the skills to routinely challenge staff and pupils so that they can reach their full potential and achieve the highest standards of educational excellence.		√
25. To build strong partnerships with staff, pupils, parents/ carers and the wider community.	√	
26. To establish and maintain clear and effective systems and structures to support the efficient operational management of the School.		√
27. To use the performance management framework effectively, to monitor and evaluate staff performance to ensure individuals progress in relation to the teaching and learning standards.	√	
28. In a climate of change and uncertainty, able to lead and manage the staff, curriculum delivery, administration and resources of the School effectively to ensure every individual is able to achieve their full potential.	√	
29. Work closely with the governing body to embrace their support and challenge, for the benefit of the School and pupils.		√

The SDBE Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service check.