



KOINONIA FEDERATION JOB DESCRIPTION

Job Title	Headteacher of SMM Primary Phase	Location	St Mary Magdalene Church Of England All Through VA School
Reports to	Federation Executive Co-Headteachers	Function	Leadership

Purpose	<p>To effectively lead and manage Early Years, Key stage 1 and Key stage 2 St Mary Magdalene All Through School (St Mary Magdalene Peninsula Campus and Woolwich Campus), as a place for outstanding academic provision and excellent pastoral care where the development of the whole person is paramount.</p> <p>To work in close collaboration with the Headteacher for Christ Church to ensure that the Primary Phase of the Federation provides excellent academic and pastoral provision.</p>
Scope	To work under the direction of the Federation Executive Co-Headteachers and in collaboration with the Federation Governing Body to lead in such a way it is aligned to the Federation mission and direction. To ensure excellence in academic achievement. To ensure our strong Christian ethos and values are deeply embedded and visible amongst all students and staff throughout EYFS to KS2. To work across both campuses splitting the week evenly.
Key Contacts	<p>Internal:</p> <ul style="list-style-type: none"> • Executive Co-Headteachers • Headteacher for Christ Church • Primary Phase Leadership Team • Secondary Phase Leadership team • Koinonia Federation non-classroom based support staff including: Federation Business Manager, Chaplain, IT support team, administrative staff, Facilities Manager • Koinonia Federation SLT Governors and Federation Governing Body <p>External:</p> <ul style="list-style-type: none"> • Royal Borough of Greenwich Local Authority • Department of Education • Southwark Diocese and key stakeholders of Diocese inc local Churches and AGAS • Ofsted/SIAMS • Other primary schools in the LA/Diocese and outside • Community, Business or other organisations
<p>Accountabilities</p> <p><i>This statement template aims to set out the main accountabilities of the job identified above. It is in no way exhaustive and the jobholder's will be</i></p>	<p>Strategic Leadership and Management</p> <p>Working within the Federation vision and values:</p> <ul style="list-style-type: none"> • Provide vision, high quality leadership and clear direction for the EYFS, KS1 and KS2 phases of St Mary Magdalene All Through School. • Develop the strategic and operational overview for the Primary phases of St Mary Magdalene All Through School, working in collaboration with the Head of Christ Church.

expected to carry out any other duties as required and as commensurate with their grade/level in the Federation and subject to the Federation providing any necessary training.

- Develop the commitment of parents to the Primary phase and to the processes and practices associated with effective learning at home and at school.
- Alongside the Executive Co-Head teachers, devise and implement sound financial plans, which target areas of need, so maximising standards and achievement for students and staff.
- Constantly strive to establish and develop the primary phase's reputation locally, regionally and nationally.
- Adopt a critical and realistic approach to education initiatives for the Primary Phase, as fits best within the needs of the St Mary Magdalene All Through School and the Koinonia Federation.
- Working effectively and in partnership with various stakeholders including presenting regular reports to the governing body, providing information, which enables them to fully meet their responsibilities.
- Provide reports and data about Primary Phase as and when appropriate for a range of audiences including LA and SDBE.

Educational Leadership and Management

- Collaborate closely with all leaders in the All Through School to provide leadership which will inspire, motivate, challenge and support staff.
- Establish and develop an ethos which encourages openness and dialogue and where staff and student opinions are valued.
- Embed appropriate behaviour and pastoral systems in place to allow effective teaching and learning.
- Provide opportunities for all staff to develop their professional skills as an aid to improving performance and student achievement.
- Lead and plan CPD in collaboration with the Federation Leader for Staff Development and Recruitment for the primary phase staff members.
- Ensure current resources and facilities within the All Through School are maintained in good order.
- Assign high expectations and challenging targets for students and staff.
- Establish creative, effective approaches to teaching and learning, responsive to the needs of the student community and Federation.
- Lead a culture that supports and facilitates student engagement in and ownership of their own learning.
- Monitor, evaluate and review classroom and assessment practice and promote improvement strategies, challenging underperformance and ensuring corrective action and report to the Federation Executive Co-Headteachers.
- Create a broad, balanced, differentiated and enriched curriculum that meets the needs and statutory requirements for students, which will also contribute positively towards their spiritual, social and emotional development.
- Implement strategies to secure high standards of teaching, learning, achievement, behaviour and attendance.
- Monitor and record the progress of students from Nursery - Year 6 ensuring that it is at least in line with LA expectations.
- Assess and drive forward effective systems of planning, assessment, recording and reporting, using data and benchmarks to monitor attainment and progress, in every student's learning.
- Analyse data to inform decisions to continuously improve support and standards.
- Lead, alongside the Federation Leader for Staff Development and Recruitment, on non-leadership recruitment and selection activities.
- Market alongside the Exec HTs the primary phase in order to secure the recruitment of students in Nursery and Reception and beyond.
- Alongside the Executive Co-Headteachers and Governor's committees, advise on the in-year admissions.

- Be available to meet staff, pupils, parents and other stakeholders as per protocol and policies.
- Lead, prepare and write the primary phase SEF.
- Plan and lead the staff team so that students achieve outcomes that reflect their full potential across all subject areas in a consistent manner.
- Be proactive solving problems such as student lateness, absence or missing work issues, directing colleagues as appropriate to policy.

People Leadership and Management

- Deploy resources effectively and efficiently in order to achieve the aims and objectives set out in the primary phase School Improvement Plan as part of the overall Federation Plan.
- Be accountable for every aspect of the day-to-day management of the primary phase, working within the wider parameters of being situated in our All Through School premises.
- Seek additional resources for the primary phase in order to improve facilities or offer improved opportunities for students and staff.
- Work alongside the HR manager (and the Executive Co-Headteachers when appropriate) for support and advice with HR decision making for the primary staff team.
- Enable staff the opportunity to work as part of effective teams and so benefit from mutual support and development.
- Oversee the implementation and future changes of appropriate job descriptions for all primary phase staff alongside the Executive Co Headteachers.

Spiritual, Cultural and Environmental Leadership

- Create and develop a Christian ethos, which enables secure and effective teaching and progress for all students irrespective of their background, abilities or aptitudes.
- Develop a culture where the Federation's Christian values are at the centre of all that is developed for the whole community.
- Establish, maintain and enhance staff morale, as well encouraging the development and spiritual growth of stakeholders.
- Develop and promote the Christian identity of the Federation, working alongside the Executive Co-Headteachers to ensure the primary phase is Section 48 and SIAMS compliant.
- Actively support the pastoral care and guidance of students in the primary phase within the Christian ethos.
- Ensure high quality Collective Worship is planned and delivered every day to all students in the primary phase.

Financial Business Leadership and Management

- Alongside the Federation Executive Co-Headteachers, plan and maintain a balanced budget at a time of decreasing budgets.
- Plan and use appropriately the primary phase fund to enhance resources or experiences for pupils.
- Seek best value when entering into any primary phase related contracts and service level agreements.
- Ensure resources across the phase are well maintained and fit for purpose. When authorising purchases ensure requests have properly considered best value and meets the needs of the school.

Serving a Diverse Community

- Develop strong and effective partnerships with parents/carers to support and improve student's achievement and personal development.

	<ul style="list-style-type: none"> • Champion a thriving sense of school community to students, staff and parents. • Create proactive links with the Federation community as well as other schools, organisations and local churches seeking opportunities to invite into the Federation to enhance and enrich the Federation and its value to the wider community. • Communicate directly with parents, through appropriate channels to address issues. • Respond promptly and within policy to parental enquiries and ensure other team members follow policy as well. • Facilitate opportunities for student leadership so that a culture of outstanding spiritual, moral, social and cultural development prevails among members of the primary phase.
Skills, experiences, qualifications and competencies	<p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Qualified Teacher Status. • Leadership and Management experience. • NPQH • Up to date knowledge of Safeguarding and Child Protection issues • Finance experience within schools. <p>Key Skills</p> <ul style="list-style-type: none"> • Strong, inspiring and experienced leader who is a role model with proven ability to create, facilitate and empower staff and students • A strategic and pioneering thinker. • Strong ability to anticipate, lead and manage change. • Resilience and dedication whilst valuing a successful work life balance for self and colleagues. • Robust analytical and problem-solving skills. • Expert knowledge of current educational legislation and in-depth knowledge of educational priorities and understanding of quality learning, teaching and assessment including school review and self-evaluation. • Advanced level in Microsoft Office including Outlook, Word, PowerPoint, Excel and assessment programme. • Strong written, verbal and interpersonal communication skills. • The personal integrity, honesty and generosity required to be an outstanding and effective role model. • An experienced teacher with proven success in the classroom. • Effective communication and presentation skills, including an accurate and clear writing style. • Pastoral experience working with primary age students, with the perception and sensitivity required. • The ability to challenge and support a range of students from the most to the least able. • Active and informed support of the Christian Ethos and vision of the Federation. • Creativity, openness, energy, enthusiasm, humour, patience, resilience and a sense of proportion. • Strong organisational skills, including time management, prioritisation and efficiency, and the ability to maintain an orderly physical environment for students. • Maintain confidentiality inside and outside the workplace.

It must be recognised that there will be tasks, which the Headteacher will be expected to undertake as part of the role of a senior leader. These may change in their content and complexity as the school develops in the future.

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature as the Federation Executive Co-Headteachers may reasonably require.

Signed:

Signed:

Date: