

**Brookmead School**

**Job Description: Head Teacher**

**Responsible to:** Governing Body

**Contract type:** Full time, permanent

**Salary:** Leadership Scale 18-23 (£62,426 - £70,556)

*Brookmead School is committed to safeguarding and promoting the welfare of children and young persons, and expects all staff and volunteers to share this commitment.*

**Main purpose:**

Communicate a clear vision for children’s learning and wellbeing that builds on our school’s distinctive culture and ethos.

Continue to develop our rich curriculum to extend opportunities for all, promote inclusion, and equip our pupils for life.

Nurture excellence in learning, teaching and leadership.

Develop collaborative partnerships that enhance the experiences of our pupils.

Manage staff and resources effectively.

Create a calm and positive climate for learning across the school that ensures the safeguarding of pupils and the safety of all members of the school community.

Lead with integrity, creativity, resilience and insight so that staff and pupils are motivated and inspired to succeed.

**Duties and responsibilities**

**Shaping the future**

Work with the Governing Body to develop the school’s strategic vision, building on the strengths of the school and identifying future opportunities that will enhance the experience of our pupils.

Lead robust self-evaluation and school improvement planning, based on accurate analysis and review, taking account of the agreed priorities of the school.

Foster a culture of teamwork and collaboration and promote ambition for the learning and achievement of all pupils.

**Managing the organisation**

Provide a safe, calm and well-ordered environment which ensures the safety and safeguarding of pupils and staff.

Ensure that the school’s systems of management and communication are fit for purpose and support the safety and safeguarding of pupils and staff.

Maintain school policies to ensure that they are up to date, reflect statutory requirements and are consistent with current practice across the school.

Ensure the effective deployment of the school budget and resources through strategic financial planning that is sustainable, focuses on pupils’ learning and achievement, and makes appropriate investment for the future.

Promote equality of opportunity for pupils and staff at all times.

Lead by example and maintain a positive school ethos in which every individual is valued, feels safe, and can grow in confidence and self-esteem.

**Learning, teaching and the curriculum**

Ensure pupils’ entitlement to a broad and balanced curriculum that enriches the lives and learning of our pupils and deepens their understanding.

Champion best practice in teaching and learning to secure excellent achievement for all pupils, building on the findings of evidence-based educational research.

Develop collaborative partnerships to improve academic outcomes for pupils and support their wellbeing.

Empower staff to maximise the impact of effective teaching on pupils’ learning and raise achievement.

Extend learning opportunities for all children through the development of online learning and effective use of technology.

Consistently demonstrate the highest expectations of pupils’ learning, achievement and behaviour.

Ensure that staff have access to appropriate training and professional development to enhance their practice and raise pupil achievement.

**Securing Accountability**

Ensure there is a clear understanding across the school community with regard to the safeguarding of pupils and the processes for reporting concerns.

Lead regular monitoring and review of the quality of teaching, learning and assessment to and provide effective challenge and support to school staff to raise pupil achievement.

Hold staff to account for their practice and professional conduct and ensure positive relationships and attitudes towards pupils, staff, parents, governors and members of the wider community.

Ensure that the performance management of staff contributes effectively to continuing school improvement.

Ensure that parents and pupils are well-informed about the curriculum and pupils’ learning, and that the channels of communication are used effectively within the school.

Provide information, objective advice and support to the governing body to enable it to meet its responsibilities.

**Strengthening Community**

Strengthen partnerships with local stakeholders and extend opportunities for pupils to enhance their learning within the wider community.

Contribute to policies and practices which promote equality of opportunity and tackle prejudice.

Build trust across the wider school community, and engage positively with all stakeholders to ensure the wellbeing, learning and achievement of all pupils.

Job Description Updated November 2019



**Brookmead School**

**Head Teacher Person specification**

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| **Competency** | **Essential/**  **Desirable** | **Assessment** |
| **Qualifications** | | |
| Degree level qualification or equivalent | Essential | Application form |
| Qualified Teacher Status | Essential |
| National Professional Qualification for Headship | Desirable |
| **Experience** | | |
| Demonstrated successful leadership and management experience in a primary school with a proven track record of school improvement, including involvement in effective self-evaluation and school improvement planning | Essential | Application form,  assessment, interview. |
| Successful teaching experience across the primary phase. | Essential |
| Demonstrable experience of successful line management and leadership of staff development. | Essential |
| **Skills and knowledge** | | |
| A secure knowledge of the national curriculum, assessment, and inspection arrangements from Foundation Stage to Year 6. | Essential | Application form,  assessment, interview. |
| An understanding of current issues and changes in education and the ability to keep up to date with a wide range of professional matters. | Essential |
| An understanding of school finances and effective financial management. | Essential |
| Effective communication and interpersonal skills. | Essential |
| Ability to communicate effectively and inspire others. | Essential |
| Ability to build trust, develop positive relationships and act with integrity. | Essential |
| Ability to hold others to account and maintain high expectations of learning and achievement. | Essential |
| Ability to prepare effectively and meet deadlines. | Essential |
| Ability to show resilience, whilst being open, honest and responsive to the needs of the school and the school community. | Essential |  |
| Ability to work under pressure and prioritise effectively | Essential |
| An understanding of effective safeguarding practices (including knowledge of the most recent statutory guidance) and a commitment to maintaining confidentiality at all times. | Essential |