

# Epsom Downs Primary School & Children's Centre

## Job Profile & Person Specification

### Headteacher



<b>JOB TITLE:</b>	<b>Headteacher</b>
<b>ACCOUNTABLE TO:</b>	<b>The Governing Body</b>
<b>RESPONSIBLE FOR:</b>	<b>All staff and pupils</b>
<b>DATE OF ADVERT:</b>	<b>30<sup>th</sup> December 2019</b>
<b>CLOSING DATE OF ADVERT:</b>	<b>12pm, 26<sup>th</sup> January 2019</b>

#### Key Requirements and Accountabilities:

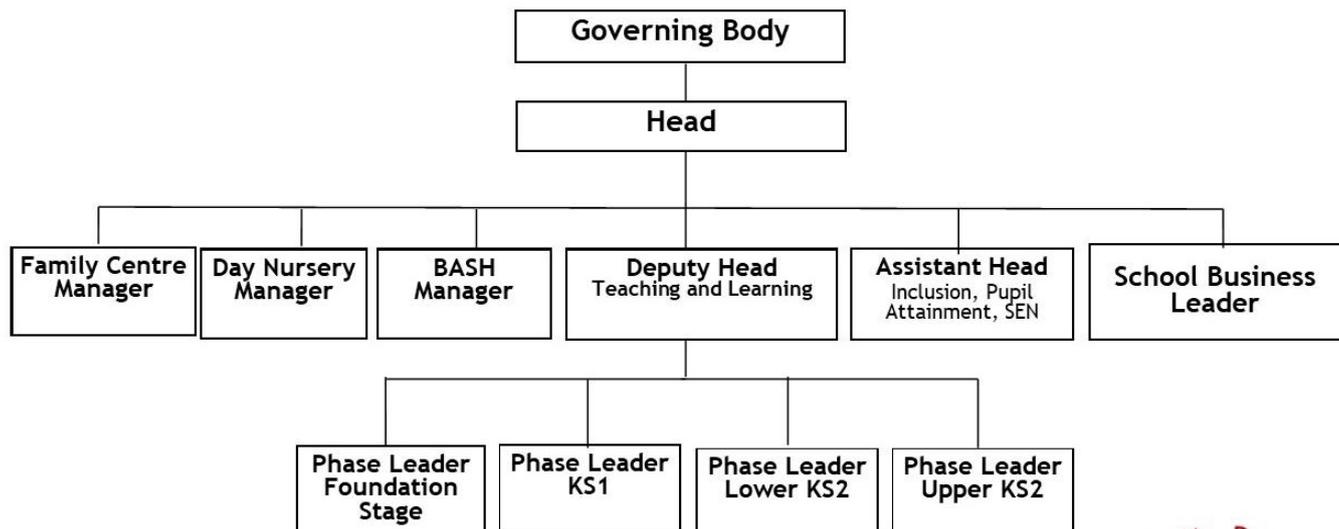
<p><b>Shaping the School</b></p> 	<p>The site that the School sits on is made up of Epsom Downs Primary School, Epsom Downs Day Nursery, Epsom Downs Family Centre and a Breakfast, After School and Holiday Club. The Headteacher will have overall responsibility for the organisation, management and conduct of the whole Site. In this Job Profile and Person Specification, any reference made to the School, includes the whole site as outlined above.</p>
<p><b>Qualities and Knowledge</b></p>	<p>Hold and articulate clear values and moral purpose, focused on providing a world class education for the pupils.</p> <p>Demonstrate optimistic personal behaviour, positive and nurturing relationships and attitudes towards your pupils and staff, and towards parents, governors and members of the local community.</p> <p>Lead by example, with integrity, creativity, resilience, and clarity; drawing on your expertise and skills, and that of others.</p> <p>Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.</p> <p>Work with financial and political astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.</p> <p>Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.</p>
<p><b>Pupils and Staff</b></p> 	<p>Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.</p> <p>Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' wellbeing.</p> <p>Maintain and develop our educational culture of 'open classrooms' to allow the sharing of best practice within and between schools, drawing on and conducting relevant research and robust data analysis.</p> <p>Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.</p> <p>Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.</p> <p>Hold all staff to account for their professional conduct and practice.</p>

<p><b>Systems and Processes</b></p>	<p>Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.</p> <p>Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour.</p> <p>Take responsibility for promoting and safeguarding the welfare of pupils.</p> <p>Maintain and develop rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.</p> <p>Welcome strong governance and actively support the Governing Body in its role of delivering its functions.</p> <p>Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.</p> <p>Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.</p>
<p><b>The Self-Improving School System</b></p>	<p>Maintain and develop an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.</p> <p>Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.</p> <p>Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.</p> <p>Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.</p> <p>Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.</p>



The Leadership and Management structure of the school is as followed:

### Leadership Structure at Epsom Downs Primary School and Children's Centre



The Headteacher may also be required to undertake other reasonable duties as may be requested by the Governing Body from time to time.

This job description is subject to the general conditions of service for a Headteacher as set out in the School Teachers' Pay and Condition Document. The job description is based on the National Standards of Excellence for Heads.



## Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job profile. You should indicate clearly how you meet these requirements with examples of impact when you fill in your application form and supporting statement.

Qualifications and experience		Essential or Desirable
1.	Qualified Teacher Status (QTS) (with degree level education or equivalent).	E
2.	National Professional Qualification for Headship (or working towards this) or evidence of other successful post-graduate study (e.g. MA in Education).	D
3.	Recent senior leadership experience in a relevant sector school.	E
4.	Proven experience and up to date knowledge and understanding of what constitutes excellent teaching and learning and how to implement it across the school.	E
5.	Relevant experience of working with children with a wide range of special needs.	E
6.	Experience and understanding of managing people, budgets and IT in relation to its effective use in the curriculum.	E
Knowledge and skills		
Leadership and Management		
1.	The ability to develop and communicate a clear vision for the future development of the school in consultation with stakeholders.	E
2.	To have an up-to-date understanding of national policy, curriculum developments, and statutory and legal frameworks within which schools operate, including the Ofsted Inspection framework and safeguarding practices and procedures.	E
3.	The ability to lead, motivate and inspire others and manage people to work as individuals and as part of a team. To provide professional leadership, motivate staff, set standards and engender initiative and a common purpose.	E
4.	The ability to initiate and manage change to meet the school's strategic objectives.	E
5.	The ability to lead the development, planning, monitoring and evaluation process.	E
6.	The ability to manage and plan strategically the use of financial and other resources to achieve the school's objectives.	E
7.	The ability to plan, prioritise and delegate responsibilities according to both the long term and day-to-day needs of the school, monitor their implementation and ensure feedback on their effectiveness.	E
8.	The ability to identify and evaluate data critical to the assessment of the school's performance and take appropriate action.	E
9.	The ability to maintain good behaviour and discipline to support children's learning and social development.	E
10.	The ability to communicate effectively in writing and orally to a range of audiences.	E
Management of Teaching, Learning and Assessment		
1.	Demonstrate a sound understanding of child development and learning.	E
2.	Demonstrate an understanding of the principles of excellence in teaching, learning and assessment, competently using IT to provide continuous monitoring.	E

3.	Demonstrate a thorough understanding of the teaching skills required to achieve high standards and experience of raising pupil attainment and ensuring strong pupil progress.	E
4.	Demonstrate an ability to monitor and evaluate the quality of teaching, learning and assessment with a demonstrable impact on improving pupils' outcomes.	E
5.	Demonstrate a very good knowledge and understanding of how to provide a broad and balanced education and the widest range of opportunities for all pupils, including SEND and disadvantaged children, to enable them to achieve their full potential.	E
6.	Hold an active interest of outdoor learning and place value on outdoor education.	D
<b>Building Partnerships and Developing Self and Others</b>		
1.	The ability to lead and motivate colleagues including performance management and continuous professional development (CPD).	E
2.	The ability to work in partnership with Governors, the LA, and other schools.	E
3.	The proven ability to work in partnership with all families to involve them in the education of their children.	E
4.	The proven ability to involve all pupils in their education and learning.	E
5.	Up-to-date knowledge and understanding of current developments in education, including evidence of commitment to recent CPD.	E
6.	The ability to drive performance whilst effectively challenge underperformance of staff.	E
<b>Managing the School</b>		
1.	The ability to be accountable to the Governing Body for decisions taken affecting pupils, staff and the wider community.	E
2.	The ability to promote good staff and parent relationships and deal sensitively with people and any conflicts.	E
3.	Undertake whole school self-evaluation and performance monitoring using all data available (including local and national standards) to rigorously analyse performance.	E
4.	Commitment to safeguarding children and ensuring all members of the community share that commitment.	E

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced Disclosure and Barring Service check.

