



## **Bishop Gilpin Primary School, Wimbledon**

### **Headteacher - Job Description**

#### **School culture**

Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community

Create a culture where pupils experience a positive and enriching school life

Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life

Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment

Ensure a culture of high staff professionalism

#### **Teaching**

Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn

Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains

Ensure effective use is made of formative assessment

#### **Curriculum and assessment**

Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught

Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities

Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading

Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum



## **Behaviour**

Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils

Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy

Implement consistent, fair and respectful approaches to managing behaviour

Ensure that adults within the school model and teach the behaviour of a good citizen

## **Additional and special educational needs and disabilities**

Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities

Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively

Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate

Ensure the school fulfils its statutory duties with regard to the SEND code of practice

## **Professional development**

Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs

Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development

Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning



## **Organisational management**

Ensure the protection and safety of pupils and staff through effective approaches to safeguarding<sup>[footnote 11]</sup>, as part of the duty of care<sup>[footnote 1]</sup>

Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds

Ensure staff are deployed and managed well with due attention paid to workload

Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently

Ensure rigorous approaches to identifying, managing and mitigating risk

## **Continuous school improvement**

Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement

Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context

Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

## **Working in partnership**

Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community

Commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support

Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils



## **Governance and accountability**

Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility

Establish and sustain professional working relationship with those responsible for governance

Ensure that staff know and understand their professional responsibilities and are held to account

Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

*Bishop Gilpin Primary School is committed to the safeguarding of all pupils in its care and promoting their welfare and expects staff and volunteers to share this commitment. These posts are exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process will be undertaken on successful candidates. Any offer of employment will be subject to a satisfactory Enhanced Disclosure via the Disclosure and Barring Service and references.*

### **To apply**

To apply, please download and fill out the following [application form](#) and send to [gbclerk@bishopgilpin.org](mailto:gbclerk@bishopgilpin.org)

For any questions please email Alexia di Marco at [governor.a.dimarco@bishopgilpin.org](mailto:governor.a.dimarco@bishopgilpin.org)

Please see links to the [person specification](#) and [application pack](#).