

Head Teacher Job Description
Rockwell Green Church of England Primary School

Strategic Direction and School Improvement

Our Head Teacher will maintain and further develop the school's ethos and provide educational vision and direction for the school which secures:

- Positive improvements to continue successful learning and good pupil achievement
- Good teaching
- High standards in pupils' spiritual, moral, cultural, social and physical development, preparing them for life in modern day Britain.

Strengthening Community

Our Head Teacher will draw on experience and best practice, working together with the Governing Body and School Leadership team, to build a strong strategic direction and an on-going School Improvement Plan which:

- Identifies priorities and targets that support high standards, enabling and empowering pupils to make progress and maximise achievement
- Supports continuous improvement in the school environment and teachers' effectiveness
- Is underpinned by sound financial planning
- Ensures the management, finances, organisation and administration of the school and supports its vision and aims
- Encourages all those involved in the school to be committed to its aims, to be motivated to achieve them and involved in establishing the short, medium and long term objectives and targets which will secure educational success
- Stipulates that policies and practices take account of national, local and school guidelines and reflect best practice
- Monitors, evaluates and reviews the effectiveness of the school's policies, priorities and targets with the Senior Leadership Team and the Governing Body.

Safeguarding and Equality

Rockwell Green Primary School is committed to safeguarding the welfare and wellbeing of all children. Our Head Teacher will uphold this commitment through:

- Promoting the welfare of all pupils by following the child protection procedures adopted by the Governors and to act as the designated Safeguarding Lead for the school
- Actively promoting, implementing and monitoring equal opportunities across all aspects of the school
- Enabling and empowering all pupils to have a voice and to be heard
- Valuing all members of the school community; to celebrate diversity and promote social inclusion; implementing the Governing Body's pupils' policies for people of all faiths and those of no faith, races, genders, ages, disability and sexual orientations and all other groups with protected characteristics.

Leadership and Accountability

Our Head Teacher will:

- Lead by example with integrity, creativity, resilience, and clarity, drawing on their scholarship, expertise and skills, and that of those around them
- Be highly visible and approachable to all members of the school community
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community
- Hold and articulate clear values and moral purpose
- Inspire, develop and manage a highly effective team with enthusiasm and a continuous drive towards excellence
- Identify and nurture talent to enable effective leadership development and succession planning
- Maximise the contribution of staff and ensure effective working relationships are in place throughout the school
- Implement and sustain effective systems for management of staff performance, incorporating appraisal systems and targets for all staff, ensuring those for classroom staff relate to pupil achievement
- Continue to develop successful links with the schools in the development group and consider other opportunities to further raise the school's reputation
- Provide nurturing and strong pastoral care for all pupils.

Developing Teaching and Learning

The Head Teacher will:

- Create and maintain an environment which promotes and secures good teaching, effective learning, high standards of achievement and behaviour and, a passion for learning
- Work with the Governing Body and Senior Leadership Team to continue to develop a rich curriculum that engages pupils of all abilities and sustains effective teaching and learning throughout the school
- Regularly assess, monitor and evaluate in order to identify effective teaching and learning and ensure it is evidenced across the full curriculum
- Be willing to spend time in the classroom and model good practice
- Monitor and evaluate the standards of teaching and learning and achievement of all pupils across the school, in order to set challenging, realistic targets
- Use benchmarks and evidence based best practice to set targets for service delivery and improvement
- Maintain and develop effective links with wider education institutions and the local community, to extend and enhance the curriculum with economic, social, moral and cultural experiences
- Enhance the school's effective partnerships with parents and carers that support and improve pupil achievement, personal development and the closing of attainment gaps in specific groups
- Recruit staff of the highest quality, complying at all times with best and safer recruitment practice

- Create an effective staff structure to facilitate the development of high quality education
- Set appropriate parameters for expenditure and the allocation of funds in order to safeguard effective administration and control in line with the Schools Value Financial Standard to meet the short, medium and long term plans of the school
- Set and review budgets that maximise pupils' potential for learning and achievement
- Organise the school environment efficiently and effectively to ensure the needs of the curriculum and statutory requirements are met at all times
- Analyse data in order to formulate education objectives and establish the school's relative performance for a wide range of audiences
- Provide information, objective advice and support to the Governing Body to ensure it effectively meets its responsibilities for securing excellence in teaching and learning and the highest standards of achievement, efficiency and value for money
- Guarantee the compilation, maintenance and auditing of accurate and up-to-date records to satisfy legal, operational and strategic governance requirements including those relating to safeguarding
- Ensure individual staff accountabilities are clearly defined, understood and agreed and, are subject to rigorous review and evaluation
- Make certain that pupils and parents/carers are well informed about the curriculum, attainment and progress and also the contribution they make to the school's achievements.

Headteacher Person Specification

Qualifications and Experience	Desirable	Essential
Qualified Teacher Status (QTS)		X
First degree or equivalent		X
Successful experience of Deputy Headteacher or member of a senior leadership team.		X
Holder of NPQH	X	
Recent professional development that prepares the applicant for this post		X
Record of successful class teaching with substantial teaching experience in the UK		X
Has experience of and understands the school's responsibility for safeguarding and promoting the welfare of children		X

Strategic Direction and Shaping the Future	Desirable	Essential
Is committed to: <ul style="list-style-type: none"> Establishing a collaborative school vision of excellence and equity that sets high standards for every pupil Setting and achieving ambitious, challenging goals and targets Inclusion and the ability and right of everyone to achieve their future potential 		X
Demonstrates the ability to think strategically, build and communicate a coherent vision		X
Ability to inspire, challenge, motivate and empower others to carry the vision forward		X

Leadership	Desirable	Essential
Demonstrates a history of providing inspirational, strong and collaborative leadership to all staff, governors and parents		X

Leading learning and teaching	Desirable	Essential
Is committed to: <ul style="list-style-type: none"> Raising standards for all in the pursuit of excellence Continuous learning for the whole school community Entitlement of all pupils to effective learning and teaching Choice and flexibility to meet the personal learning needs of every child Delivering an engaging curriculum in line with our school's philosophy of "Learning with mud between our toes" 		X
Evidence of using data, benchmarks, and feedback to monitor progress in children's learning and development to inform personalisation		X
Initiates and supports research/debate about effective learning		X
Develops relevant strategies for performance improvement		X

Developing self and working with others	Desirable	Essential
Is committed to: <ul style="list-style-type: none"> Effective working relationships Shared leadership Effective team working 		X

<ul style="list-style-type: none"> Continuing Professional Development for all (including self) 		
Fosters an open, fair, equitable culture and manages conflict		X
Develops, empowers and sustains individuals and teams		X
Collaborates and networks with others within and beyond the school		X
Challenges, influences and motivates others to attain high goals		X
Gives and receives personal feedback and acts to improve personal performance		X
Accepts appropriate support from others including colleagues and governors		X

Managing the organisation	Desirable	Essential
Establishes and sustains appropriate structures and systems		X
Manages the school efficiently and effectively on a day-to-day basis		X
Delegates management tasks and monitors their implementation		X
Appropriately plans and organises themselves and others		X
Makes professional, management and organisational decisions based on informed judgements		X
Thinks creatively to anticipate and solve problems		X
Experience in managing finances and budgets		X

Securing Accountability	Desirable	Essential
Is committed to: <ul style="list-style-type: none"> The principals and practice of school self-evaluation Individual, team, and whole school accountability for people learning outcomes 		X
Has an insight into political changes and anticipates trends	X	
Engages the school community in the systematic and rigorous self-evaluation of the work of the school		X
Collects and uses a rich set of data to understand the strengths and weaknesses of the school		X
Combines the outcomes of regular school self-review with external evaluations in order to develop the school		X
Ability to put in place effective communication mechanisms with the Board of Governors to ensure they are provided with the information they need to meet their responsibilities		X

Strengthening Community	Desirable	Essential
Is committed to: <ul style="list-style-type: none"> Effective teamwork within the school and with external partners Working with other agencies for the well-being of all pupils and their families Involving parents and community in supporting the learning of children and in defining and realising the school vision Collaborating and networking with other schools to improve outcomes 		X
Engages in a dialogue which builds partnerships and community consensus on values beliefs and shared responsibility		X
Listens to, reflects and acts on community feedback		X
Builds and maintains effective relationships with parents, carers, partners, and the community to enhance the education of all pupils		X
Actively draws on the richness and diversity within the community to enhance learning opportunities		X

Actively supports the school's Christian values and foundation whilst also valuing a diverse school community		X
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Personal Attributes	Desirable	Essential
Excellent written and verbal communication skills		X
Adaptable to changing circumstance and ideas		X
Approachable and enjoys being highly visible to children and parents		X
Energetic, adaptable, enthusiastic and reliable with personal impact and presence		X
Self-motivated with good organisational skills and the ability to prioritise workload effectively		X
Is able to work under pressure		X
Passionate about delivering high quality education to children and their families		X
Demonstrates professionalism, loyalty and integrity		X

Developing the School's Christian character	Desirable	Essential
Be fully supportive of and committed to the aims and ethos of a Church of England School and be able to demonstrate the ability to maintain the religious character of such a school		X
Understand the role of the Diocese and local churches in the life of a church school	X	

Nursery	Desirable	Essential
Has a sound knowledge of the Early Years Foundation Stage	X	

