



# Job Description

## Headteacher - Primary School

### Overview

This is a unique and exciting opportunity to make an important contribution to the next phase of development of the Free School in London. Opportunities like these will be few and far between and will interest those with creative minds, seeking to inspire a new generation of children by embedding core values in every aspect of learning. The journey will have its challenges yet the rewards will be immensely satisfying.

You will be part of a growing family of schools.

**Job Title:** Headteacher – Primary School

**Responsible to:** CEO or Equivalent

**Responsible for:** Nishkam School Staff

### Purpose

Be part of the key team to develop the Nishkam Primary School into an outstanding school by creating an innovative, inspiring and challenging curriculum, ensuring lessons are consistently outstanding, building a high caliber team of subject teachers, and ensuring an exceptional level of academic standards, attainment and wellbeing of all pupils.

### Background

You will be working with a pioneering group, Nishkam School Trust, which is a flagship of the DfE Free Schools programme, and the first multi-academy free school trust in the UK.

The Trust has opened:-

- Nishkam Primary School Birmingham – September 2011
- Nishkam High School – September 2012
- Nishkam School West London – September 2013
- Nishkam Primary School Wolverhampton – September 2014

We are looking for an innovative leader working in close collaboration with the Trust, leading teaching and learning.

Nishkam Primary School is a Sikh ethos, multi-faith school that nurtures pupils of all faiths and beliefs. The Nishkam ethos is to create a selfless mind-set, to go beyond ourselves to serve others, create supportive communities and to realise our true potential.

The core of Nishkam education is the triple pursuit of academic excellence, creating a community that supports children and nurturing a strong values-led approach to life.

### The Role

You will develop the capacity in both staff and pupils to achieve their individual potential; deliver a creative and enriched curriculum; work alongside families and the local community; and be part of a global community of charitable, educational and business partners.



This is an exceptional opportunity to work within a vibrant atmosphere and a supportive setting.

Your leadership role will need to evolve as the School grows; currently the School consists of Reception, Year 1, Year 2 and Year 3 but will grow to capacity in 2018.

**Our Expectations are that you will:**

- Build an environment through a values-led education, encourages love, humility and service, that recognises all humanity as one.
- Ensure excellence in teaching and achievement throughout the curriculum within the context of faith inspired, values-led School.
- Ensure that standards of teaching and learning at KS1 & KS2 are a benchmark for excellence.
- Nurture a culture that cherishes childhood, stimulates the spirit of adventure and ignites a passion for lifelong learning.
- Establish policies that support a nurturing environment, where respect for others, kindness, creativity, reflection, exploration is at the core for staff and pupils.
- Ensure a direct link between pastoral care and academic performance to support excellence and outstanding achievements for all students.
- Lead, motivate, support and develop staff to ensure that pupils, and staff alike, fulfil their true potential.
- Develop and implement an enriched curriculum for the school that allows children to both further their own interests and explore new horizons.
- Develop and maintain the support and active involvement of parents in their children's learning, and, to nurture links within the local community.
- Contribute to, and maintain the ethos of the Nishkam culture by drawing on best practice across Nishkam Schools, locally and nationally.
- Report to the Chief Executive (or equivalent) of NST
- Work closely with the Local Governing Body and National Board of Directors
- Work in collaboration with Senior leaders of other TRUST schools

**Leadership and Management**

- Develop, support and manage teaching and other staff to deliver excellent teaching so that pupils make outstanding progress.
- To make a leading contribution to the development of the quality of teaching and learning.
- Working with the Head teacher/Principle Designate to lead, motivate, support, challenge and develop all staff to secure continual improvement; including her/his own continuing professional development.
- Consider the expectations and needs of other members of staff, and in particular ensure that new appointees, trainees and NQTs are appropriately inducted, monitored, supported and assessed in relation to QTS standards and those of the School, e.g. by the incorporation of targets related to leadership, professional development and pupils' attainment.
- To deal promptly and effectively with any poor performance of staff, teams or pupils.
- Under direction from the Head teacher/Principle Designate assist in the interview and appointment of new members of staff.
- Deploy staff effectively in order to achieve the aims of the school.



### Continuing Professional Development – Staff

- Collaborate with SLT comprehensive and evolving professional development program for staff; this includes but is not limited to:
  - Writing and leading workshops to train assigned staff
  - Researching best practices and current trends in curriculum development
  - Assessing common areas for improvement in overall teaching delivery and pedagogical strategies
- Advise support and mentor individual teachers to improve teaching through:
  - Consistently observing classroom teaching and providing meaningful feedback
  - Facilitating one-on-one curriculum planning and evaluation meetings
  - Promoting continuous and frequent high quality assessment as a means of evaluating pupil achievement; supporting the creation of assessments
  - Lead staff members to achieve high performance through goal setting, providing feedback and evaluation

### Continuing Professional Development – Personal

- Participate in and take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the school curriculum.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - including the incorporation of targets related to leadership, evaluating and improving own practice.
- Effectively manage own time when dealing with the wide range of day-to-day and long term demands of the post.

### Communication and Community Links

- To develop and maintain positive and effective relationships with parents, the local community and Governors.
- To develop and maintain links with the LA and advisory and support services.
- To provide information and objective advice and support to the Governing Body to enable it to meet its responsibilities
- To ensure that parents and pupils are well-informed about the curriculum, attainment and progress and are able to understand and contribute to targets for improvement.
- Serve as a key member of the Nishkam Primary School, representing the school to a variety of audiences and supporting all necessary functions for school management and success.

### Health and Safety

- Co-operate with and represent the Governors on all issues to do with Health, Safety & Welfare.



- Oversight of pupil welfare and wellbeing, contacting parents as necessary and ensuring pupil records are maintained.
- Undergo First Aid at Work training and update courses.
- Assist in the design and delivery of health and safety policies and practices.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

### Safeguarding

- Raise awareness, provide advice and support other staff on safeguarding matters
- Review staff safeguarding training ensuring it is updated regularly
- Ensure safeguarding procedures are covered at induction for new staff and supply staff
- Take part in strategy discussion and inter-agency meetings, or, support other staff to do so if required
- Contribute to the assessment of children for early help and case conferences for children
- Liaise with the Social Care for pupil referrals and LADO for staff referrals
- Keep accurate records of referrals and ongoing cases
- Ensure they have updated child protection training every two years.
- Ensure the designated teacher for Looked After Children (LAC) has had appropriate training

### Other Duties

- Support and uphold the School's policy on behavior, discipline and anti-bullying.
- Initiate and manage change and improvement to develop the School and the staff.
- Create processes and protocols for enhancing school culture and determine when and how to modify rituals, systems and practices for the overall betterment of the School.
- Set a good example to pupils and staff in terms of personal presentation, attendance and punctuality.
- Act as a member of Governors' Committee(s) as agreed.
- Monitor pupils' attendance and punctuality.
- Guide the character development of children through deliberate programming practices and by serving as a mentor and advisor to individual children.
- Manage school-wide academic programming, including course development, academic goal setting and test scheduling.
- Be responsible for the preparation, evaluation and updating of the School's timetable.
- Organise and implement assessment, whole school data analysis and target setting at both key stages, liaising with other relevant managers.
- In partnership with Nishkam School Trust evaluate school performance data to make holistic and individual recommendations for improving teaching practices.
- Plan and lead school assemblies as required.
- Oversee the Curriculum.

This job description will be reviewed at least annually as part of your Performance Management programme.

**We will offer you:**

- A very warm and welcoming team
- Hardworking and dedicated colleagues
- Supportive parents, carers and community
- A committed and fully involved governing body and Board of Directors
- A well-resourced learning environment
- Opportunities for professional development
- Terms and conditions similar to other academies and schools

Nishkam School Trust (NST) are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. Any successful applicant will be required to undertake an Enhanced DBS Disclosure.

