



## **Welling School HEADTEACHER Job Description & Person Specification**

**GRADE/SALARY:** TKAT leadership scale

**REPORTING TO:** Executive Headteacher

### **PURPOSE OF THE ROLE:**

As Headteacher, you will provide inspirational leadership to all employees and students and the wider community. You will be accountable to TKAT, reporting directly to the Executive Head and Director of Education for the educational, financial and operational success of the school and for the promotion of the school within the local community.

### **MAIN ROLE AND RESPONSIBILITIES:**

#### **Operational Management**

- Effectively manage the school on a day to day basis, being responsible for the overall operation of all school events, day to day human resources issues, and school premises and facilities.
- Work with the Executive Headteacher to recruit, retain and deploy staff appropriately.
- Develop effective relationships and communications with parents and the local community which underpin a professional learning community that enables everyone in the school to achieve.
- Review the impact of policies, priorities and targets of the school and evaluate these with the Executive Headteacher and Local Governing Body.
- Implement established school policies and collaboratively review and make recommendations for change.
- Ensure evidence-based improvement plans promote continuous school development, linked to the core priorities of the School Improvement Plan.
- Keep the Executive Headteacher fully informed of any critical need affecting the smooth operation of the school and the educational experience of the pupils and staff.
- Ensure compliance at every level with school policies and procedures.
- Ensure day to day that every child has access to high quality teaching and learning, in a safe and stimulating learning environment.

#### **Leading teaching, learning and assessment**

- Drive a continuous and consistent focus on pupils' achievement, using data and benchmarks to monitor progress.
- Establish creative, responsive and effective approaches to learning and teaching and evaluate the effectiveness of those in place.



- Provide leadership to and implementation of the curriculum planning process, designed to assure the school's ability to provide a broad, relevant, and innovative educational experience for all pupils.
- Embed a high expectations culture where staff and students understand what high standards looks like and are empowered to achieve them.
- Carry out effective monitoring of standards as agreed with the Executive Headteacher and report outcomes with appropriate responses.
- Contribute to the monitoring and evaluation of the school's progress towards improvement targets.
- Show involvement in the daily life and activities of pupils by personally recognising their achievements and sharing in their successes as well as their problems and concerns.

#### **Leading Engagement and development of Behaviour for Learning:**

- Drive a continuous and consistent focus on pupils' behaviour and engagement, using data and benchmarks to monitor progress.
- Establish creative, responsive and effective approaches to improving behaviour and creating a positive learning culture, evaluating the effectiveness of those in place and responding where necessary.
- Embed a high expectations culture where staff and students understand what high standards looks like and are empowered to achieve them.
- Ensure a culture of engagement through student voice and leadership opportunity so that students feel heard and value their school and contribute to our development.
- Ensure effective strategies to achieve excellent levels of attendance, collaborating with external agencies and stakeholders, where required.
- Carry out effective monitoring of standards as agreed with the Executive Headteacher and report outcomes with appropriate responses.
- Develop and embed systems and procedures that promote high standards of behaviour and engagement.
- Ensure the school recognises students' achievements and progress through effective rewards and recognition.
- Show involvement in the daily life and activities of pupils by personally recognising their achievements and sharing in their successes as well as their problems and concerns.

#### **Developing staff and leading own growth**

- Maintain effective strategies and procedures for staff induction, professional development and performance review in order to secure outstanding practice.
- Maintain and further develop a culture in which all staff recognise that they are accountable for the success of the school and for its standards of engagement, quality of teaching and pupil progress.



- Promote and maintain a culture of high expectations for self and others.
- Regularly review the typicality of standards ensuring high quality feedback to colleagues including identifying and tackling underperformance at all levels.
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support where necessary.
- Maintain an outward looking approach to development ensuring that we learn from the successes and practices beyond the school/Trust.
- Provide inspirational line management of staff which develops their practice, impacts on standards and prepares them well in relation to their professional ambition and future career.

#### **Strengthening relationships and reputation:**

- Actively promote the school as the school of choice to families in the local community.
- Promote cohesion across the Trust by working collaboratively with other schools and the central team to secure the effective management of the school and its resources.
- Understand the views and feelings of school staff, responding accordingly to ensure active engagement in doing the very best we can for students and each other
- Create and maintain effective relationships with parents to support and improve pupils' achievements and personal development.
- Develop effective links with the community to extend the curriculum, enhance teaching and broaden learning opportunities.

#### **Safeguarding:**

- Have due regard for safeguarding and promoting the welfare of children, and to follow the procedures adopted by the school.

#### **Other:**

- Any other reasonable duties as directed by the Executive Head or Director of Education

### **PERSON SPECIFICATION**

As Headteacher, you will demonstrate the following qualifications, experience, knowledge, skills and personal qualities.

#### **Education and Qualifications**

- A good first degree or equivalent.
- Qualified Teacher Status.



- Evidence of continuing professional development.

### **Experience**

- A track record of successful senior leadership experience in a secondary or all through school.
- Proven experience of leading and developing staff and a demonstrable record of devising and sustaining staff development and training programmes.
- School improvement experience and a personal record of contribution to raising standards with measurable outcomes.
- Experience in schools ideally in challenging contexts.

### **Knowledge and Skills**

- Inspirational leadership skills with the ability to lead a school to Ofsted Good and beyond
- Demonstrable knowledge of safeguarding and safer recruitment.
- An understanding of school self-evaluation and the school improvement process.
- An outstanding teacher with the ability to evaluate teaching practice, foster consistency and raise aspirations of both students and teachers.

### **Personal Attributes**

- Passion, understanding, empathy and, above all, a genuine love for the profession.
- Dynamism and high levels of energy to motivate the whole school community.
- Outward-facing and committed to raising aspirations in challenging contexts.
- Resilience, a strong sense of personal integrity and a high level of emotional intelligence.
- Excitement about contributing to the ongoing growth and development of TKAT.
- Ability to demonstrate personal impact and presence, in addition to humility and an absence of hubris.
- Ability to be resilient and calm under pressure.