

## Head Teacher - Windrush Church of England Primary School

### Job details

<b>Job title:</b>	Headteacher
<b>Salary:</b>	L6-12 (this will change as the school grows)
<b>Contract type:</b>	Full time, permanent
<b>Reporting to:</b>	Local Governing Board (LGB)
<b>Responsible for:</b>	Leadership of the school and integrated resource base, collaboration with other River Learning Trust (RLT) personnel, Oxford Diocese and other school leaders

#### The Headteacher:

- leads Windrush C of E Primary School, providing energy and direction to drive improvement and excellence throughout the school
- ensures that the school's Christian vision is central to both strategic and operational work
- ensures all pupils and staff receive the best experiences and opportunities to develop during their time at Windrush C of E School
- is responsible for the overall organisation, management and conduct of the school and standards achieved
- works collaboratively to ensure effective management of the school and resource base, fostering the development of a sense of community, celebrating diversity and encouraging respect by both staff and pupils
- leads by example, with integrity, confidence, a sense of fun, kindness, creativity, focus and resilience
- is a member of, and participates proactively in the work of, the RLT Education Board
- fulfils the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD), giving regard to the principles set out in the National Standards of Excellence for headteachers as published by the Department for Education (DfE 2020)
- ensures the school's compliance with relevant legislation, including but not limited to that relating to safeguarding, health and safety and teaching and learning
- secure the long term success of Windrush Cof E School by taking the school in new directions, responsive to local and national priorities
- is the accountable officer of the school and the key contact at Windrush C of E School for RLT, the Diocese and the Department for Education.

### School Organisation, Strategy and Development

#### Working with the LGB, the Headteacher:

- formulates the school's vision and longer-term plans and provides strategic leadership towards their achievement.
- sets, communicates and maintains the school's values and ethos

The Headteacher, securing the support of the LGB:

- sets the school's principle objectives in its annual development plan
- establishes detailed plans to achieve those objectives
- ensures timely and accurate monitoring and reporting of progress towards the achievement of the school's objectives
- develops, motivates and manages the staff team
- plans, directs, monitors and reports the use of financial and other resources.

## Teaching and Learning

The Headteacher:

- leads and manages teaching and learning in the school, working with other staff and LGB to identify, model and develop consistently excellent teaching, throughout the school
- builds and maintains a learning environment in which pupils' behaviour is exemplary
- encourages curiosity and enthusiasm for learning, building confidence and resilience, with high expectations of all pupils and staff
- works with the staff and LGB to determine, organise and implement a broad, balanced curriculum and its assessment
- systematically monitors and evaluates the quality of all teaching and learning in the school, setting challenging, realistic targets for improvement
- fosters a culture of, and trains staff in, giving, requesting and receiving feedback
- prioritises the closing of attainment and progress gaps for identified groups, including pupils in receipt of Pupil Premium funding
- oversees and protects the provision of appropriate, high quality teaching and learning for pupils with special educational needs and disability
- understands the factors likely to affect pupils' learning, analyses these in the context of the school, and helps staff to develop appropriate strategies to promote positive learning behaviour
- takes a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Effectively integrates pupils from the resource base into mainstream schooling.

## Leadership and Management of Staff

The Headteacher:

- develops and maintains respectful relationships with all staff, acting with integrity, care and fairness
- delegates effectively, giving SLT members and other staff responsibility and supporting them to lead throughout the school
- line manages and conducts the appraisals of all members of the SLT in an open, professional way and trains other leaders to do likewise
- ensures appraisal objectives are set for all staff and that these are linked to both pupil achievement and personal development
- regularly reviews the effectiveness of the staff structure

- leads necessary change thoughtfully, winning staff over and ‘bringing people with them’
- promotes and monitors staff well-being
- sets clear expectations regarding standards of conduct by staff.

### Communication

The Headteacher:

- is a skilled oral and written communicator
- speaks to pupils in a way that makes them feel valued and involved in the life of the school
- communicates clearly with all, using appropriate methods, ensuring no one is left out
- keeps parents and carers informed and engaged through high quality communications that celebrate the life of the school
- ensures communication relating to disciplinary matters, including fixed term exclusions, is clear, concise and understood by parents and carers
- approves access to and monitors content on the school website and social media feeds
- maintains open lines of communication with senior RLT staff and submits reports to the Trust as requested
- represents the school in the surrounding community, making and maintaining contact with neighbours, organisations and influential individuals to the benefit of the school.

### Accountability

The Headteacher:

- is accountable for the overall performance of the school
- ensures that staff recognise that they are accountable for the success of the school and are clear what their role is, and holds them accountable for their performance against appraisal targets
- engages in rigorous and realistic self-evaluation
- demonstrates a healthy work-life balance to the staff team
- is regularly visible in, and available to, the school community
- responds to contact from parents in a professional, timely manner.

### Management of Resources

The Headteacher:

- works with the Finance Officer (FO) and LGB to develop a balanced budget designed to meet the school’s objectives
- plans a sustainable staffing structure for the school
- understands the school’s financial performance and position and, assisted by the FO, articulates this to others including LGB and RLT
- creatively sources additional funding for the school
- ensures the school’s assets are safeguarded and appropriately maintained

- develops long-term resource plans addressing any need for new facilities or renovation
- links budget planning to the requirements of the school's curriculum
- takes responsibility for the school's pupil premium strategy and ensures spending for the benefit of pupils in receipt of pupil premium funding, and its impact, is accurately recorded.

### Health, Safety and Discipline

The Headteacher:

- is responsible, with other staff and LGB, for keeping children safe at Windrush CofE School
- creates a culture of health and safety (H&S) compliance, risk awareness and danger reduction
- ensures the school's behaviour/safeguarding policy reflects statutory requirements, is fit for purpose and is consistently applied
- monitors and reports behavioural incidents
- ensures the school's anti-bullying policy and procedures are fit for purpose and regularly addresses bullying through appropriate whole-school activity
- after making every reasonable effort to avoid them, takes responsibility for any permanent exclusions
- ensures recommendations in H&S audit reports are acted upon and that H&S compliance is included in the appraisal targets of key staff.

### Professional Development

The Headteacher:

- has overall responsibility for Windrush CofE School staff members' professional development
- plans resource allocation and staff training on the basis of needs identified in appraisals and the school's objectives
- maintains wide, current knowledge of education and school systems locally, nationally and globally and pursue continuing professional development
- models continuing professional development in their own career
- contributes to the LGB's process of self-evaluation, helping to identify governors' skills gaps and training needs and suggesting improvements to LGB processes.

### Working with Colleagues and Other Professionals

The Headteacher:

- develops effective relationships with, knowing when to involve, fellow professional and colleagues in other public services, to improve academic and social outcomes for all pupils
- builds links within RLT, the Diocese and with other local, national and global school leaders
- Is the main contact point for police, the LADO, and other relevant professionals.

The content of this job description may be amended at any time following discussions between the Governing Body and the Head Teacher.

## Person Specification - Headteacher Windrush Church of England Primary School

Education and training	
Essential	Desirable
Qualified teacher status (QTS)	National Professional Qualification for Headship (NPQH)  Leadership and Management training or qualification  Evidence of significant CPD
Experience	
Essential	Desirable
Senior leadership experience: Deputy / Assistant Headteacher  Evidence of: <ul style="list-style-type: none"> <li>• Being an excellent classroom teacher at primary level</li> <li>• Successful track record in achieving whole school excellence in attainment and progress</li> <li>• Ability to deal with complexity and uncertainty</li> <li>• Leading, managing or making a substantial contribution to the effective management of change within the school</li> <li>• Successful implementation of strategies to improve teaching and learning</li> <li>• Using a robust pupil tracking system to monitor performance of pupils, and to support with developing an appropriate curriculum</li> <li>• Effective teaching, assessment and target setting</li> <li>• Working with parents, carers and guardians</li> <li>• Working with pupils across the age range</li> <li>• Working effectively with governors</li> <li>• Ability to ensure a value-driven school and curriculum</li> </ul>	Headteacher experience  Experience of leading and delivering an ambitious school improvement plan  Successful management of inclusion and SEND provision  Experience of Early Years  Experience of using research to support and challenge practice  Working within a multi-academy trust  Sourcing and delivering funding applications to widen the school curriculum  Evidence of: <ul style="list-style-type: none"> <li>• Leadership role in achieving Good or Outstanding Ofsted grade</li> <li>• Leading performance management, continuous professional development and sustained school improvement</li> <li>• Effective Budget Management</li> </ul>
Knowledge, Skills and Understanding	
Essential	Desirable
Excellent communication skills, orally and in writing	Knowledge of appropriate educational legislation and regulations

<p>Up-to-date knowledge of developments in education, including teaching and learning and current developments in curriculum design</p> <p>Ability to demonstrate an understanding and application of school improvement and school effectiveness principles and best practice</p> <p>Ability and willingness to develop and maintain the Christian ethos of the school</p> <p>Knowledge and understanding of how the principles and practices of high-quality appraisal and professional learning for all staff is linked to school improvement</p> <p>Ability to analyse and interpret data, identifying trends, evaluating and applying findings to measure and evaluate, and account for the school's performance to a range of audiences</p> <p>Ability to lead, motivate, develop and inspire staff and to encourage pupil and parental engagement</p> <p>Up-to-date knowledge of safeguarding requirements and ability to oversee a strong and cohesive safeguarding and wellbeing strategy for the benefit of children and staff.</p> <p>Knowledge of Equal Opportunities and Data Protection legislation, and health and safety and employment law</p> <p>A good understanding of SEND with a commitment to a culture of inclusion, diversity and access</p> <p>Strong understanding of:</p> <ul style="list-style-type: none"> <li>• How children learn</li> <li>• Assessment</li> <li>• School improvement process</li> <li>• Ofsted and SIAMS framework and requirements</li> <li>• Strategic curriculum development</li> <li>• Developing and implementing strategies for improving the quality of teaching and learning for all pupils</li> </ul>	<p>Able to utilise the strengths and skills of the community, parents and carers to help enrich children and staff within our school</p> <p>Capable of strategic financial planning and budget management to ensure best value for money</p> <p>Deep knowledge of the strategic importance of EYFS and learning through play</p>
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<ul style="list-style-type: none"> <li>• Effective use of ICT to support teaching and learning</li> </ul>	
Personal Qualities	
Essential	Desirable
<p>A passion for education and a commitment to improvement and development</p> <p>Excellent organisational skills to prioritise, plan and organise own work, while coordinating and providing professional direction to the work of others</p> <p>Visible, confident and energetic</p> <p>Approachable and caring manner with excellent communication (including written, oral and presentation skills) and interpersonal skills</p> <p>Commitment to provide an appropriate work / life balance for self and others with the mental and physical wellbeing of all members of the school as a key priority</p> <p>Commitment to lead and promote pupils' spiritual, social, moral and cultural development</p> <p>Commitment to develop and uphold the school's Christian vision and ethos.</p> <p>Able to inspire fun and enjoyment of working and learning within the school</p> <p>Demonstrable commitment to collaborative working in and beyond the school</p> <p>Ability to:</p> <ul style="list-style-type: none"> <li>• Demonstrate integrity</li> <li>• Demonstrate authority and a presence which inspires confidence and trust</li> <li>• Think strategically, creatively and to prioritise</li> <li>• Delegate tasks and responsibilities and empower others to carry vision</li> <li>• Create and secure commitment to a convincing vision for the school</li> <li>• Foster an open and fair culture</li> <li>• Work under pressure and able to meet deadlines</li> </ul>	