

# **Job Description**

## **Head of Primary, Sandford International school**

### **Purpose**

- To lead and manage within an agreed strategic framework so that the school is effective, self managing, self evaluating and self improving and with high achieving pupils and staff.
- To move the school forward and provide a strong educational vision and leadership; to lead and co-ordinate the staff, to achieve the School aims.

### **Relationships**

- To establish, develop and maintain professional and productive working relationships with staff, pupils and families.
- To be responsible for the leadership and management of all primary staff.
- To maintain the positive ethos in the school in which individuals feel valued, and where personal endeavour and responsibility are encouraged.
- Lead with integrity and ensure effective behaviour management policy and procedures are in place and implemented

### **Strategy and leadership**

- With the Head of School and other key stakeholders, to develop an agreed strategic plan and vision for the school that includes short, medium and long term targets and which is based upon secure and robust financial/resources planning.
- Manage complex situations and work effectively with a wide range of professionals in a multi-disciplinary environment.
- To build lasting relationships across a range of different services.
- Show a strong commitment to inclusion and expect from every child the best they can achieve.
- To promote the safeguarding of children and adhere to key policies and procedures

### **Teaching and learning**

- To implement and develop the curriculum
- To adopt a broad cross-curricular approach which is child centred and provides access to real experiences.
- To develop, monitor, evaluate and improve the quality of teaching for all pupils.
- Use creativity, innovation and new technologies to achieve curriculum excellence.
- Ensure excellence, equality and high expectations for all children.
- To ensure achievement is improved and that challenging and motivating targets are set for individual pupils and the School.

### **Staff management**

- To facilitate and support teaching and learning through maintenance and development of a high quality physical and learning environment.

## Job Description (continued)

- Lead, motivate, support, challenge and develop staff to secure improvement.
- Work with all staff to build effective teams, paying particular attention to staff wellbeing and workload.
- To recruit, retain and reward staff to achieve the objectives of the school.
- Develop capacity, through coaching and mentoring.
- Ensure the effective and consistent implementation of the Performance Management Policy and other systems of quality assurance and professional development of staff.

### Strengthening Community

- To be able to build a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- To create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- To ensure learning experiences for pupils are linked into and integrated with the wider community.

- To ensure a range of community-based learning experiences.
- To work in partnership with other agencies in providing for physical, academic, spiritual, moral, social, emotional and cultural well being of pupils and their families.
- To seek opportunities to invite parents and carers, community figures, business or other organisations into the school to enhance and enrich the school and its value to the wider community.
- To ensure that the school promotes effective links with the local community

### Interpersonal Skills

- To develop a flexible leadership and management style that is consistent with the ethos, values and culture of the school.
- To exhibit excellent communication skills including compassion, diplomacy and openness.
- To demonstrate resilience, professionalism and positive approach to the day-to-day challenges the school faces.
- Be driven by genuine passion and a belief in the potential of every child.

### Additional

- Ensure strong safeguarding systems, including health and safety.
- Ensure an effective culture for safeguarding is maintained.
- Lead and maintain a culture where children experience a positive and enriching school life to prepare them for the next phase of education and life.

In consultation with the postholder this job description is subject to review from time to time.

# Person Specification

## Head of Primary, Sandford International School

### Qualifications and experience

1. Qualified Teacher Status and evidence of appropriate subsequent in-service training and professional development.
2. Substantial leadership experience in a senior post.

### Knowledge

3. An up to date understanding of curriculum developments.
4. Knowledge of what makes an effective school and strategies that can be deployed for school improvement.
5. Knowledge of what constitutes good teaching and an understanding of how to improve the quality of teaching and learning.

### Skills

6. Leadership skills including the ability to carry out strategic planning, involve and motivate others and articulate a vision and direction for the school.
7. Management skills in respect of information and the use of performance data, finance and resources and people management – including delegation, monitoring and evaluating performance.
8. The ability to communicate effectively with the whole School community.
9. The ability to deliver a broad curriculum which is child centred and provides access to real experiences.
10. Effective skills and abilities to develop strategies and to manage a diverse school population.

### Personal attributes

11. The ability to manage oneself, including time management, professional direction and development, and an ability to work effectively under pressure as part of a team.
12. Commitment to equality of opportunity, diversity, safeguarding and social inclusion.
13. The ability to deploy appropriate leadership and management styles and to act as a role model, establishing credibility with the governors, staff, pupils, parent/carers and the LA.
14. To be approachable and fully involved in the daily life of the school.
15. To demonstrate resilience, compassion, diplomacy and openness.