Inspire Partnership Academy Trust

Job Description & Person Specification

Headteacher, West Thornton Primary School

Headteacher, West Thornton Primary School

Salary: Leadership, Group 5 (Outer London)

Hours: Full time

Contract type: Permanent. We recognise STPCD and Burgundy Book terms and conditions.

Place of work: West Thornton Primary School. The school is split over two sites:

- Canterbury Road CR0 3HH
- Rosecourt Road CR0 3BS

The headteacher will be required to work equally across the two sites.

Reporting to: The headteacher will initially report directly to the trust CEO.

Main purpose

The headteacher will:

- Work with Inspire Partnership executive leaders, and trustees/governors to formulate the aims and objectives of the school and provide visionary leadership of a large (5 form entry school) across two sites with over 950 pupils.
- Define and deliver the School Development Plan, maximising potential through the expertise, skills and resources held within the school and wider partnership
- Ensure every child makes excellent progress at West Thornton Primary School
- Be accountable for the policies, procedures and practices necessary to achieve these aims and objectives
- Lead staff and manage resources to that end
- Monitor and report on and progress towards the achievement of the school's aims and objectives
- Lead by example and model best practice regarding professional conduct, workload and personal development
- Enable and model a collaborative working ethos where all staff can contribute to tasks, projects and learning that supports wider partnership objectives
- Be a role model for all in our community and the Inspire Partnership

Duties and responsibilities

Leading the Organisation

- Provide inspiration and strong strategic leadership to the whole school team to ensure the highest standards of learning and operational management. Holding staff to account when those standards are not being met.
- Build strong links with the existing school leadership team
- Design and deliver curriculum provision across the school.
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing an excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them in accordance with the partnership's *Leadership Competencies*
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context and helping to provide consistency across the partnership
- Communicate the school's vision compellingly and drive strategic leadership in line with the partnership's objectives and ethos.
- Seek training and continuing professional development to meet own needs

Teaching and Learning

- Ensure the overall quality of teaching and learning in every phase of the school is outstanding
- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Create a culture and ethos of challenge and support where all pupils]can achieve success and become engaged in their own learning
- Drive a continuous and consistent focus on pupils' achievement using data a benchmarks to monitor progress
- Ensure excellent teaching in the school, including through training and development for staff

- Establish a culture of ‘open classrooms’ as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice and tackle underperformance at all levels

Systems and processes

- Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose, liaising as required with partnership executive leaders and finance/HR leads.
- Provide a safe, calm and well-ordered learning environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Provide regular reporting and updates to the governing body and executive leaders .
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support the distribution of leadership throughout the school
- Provide local leadership on site management, health & safety and data protection

Continuous improvement

- Create an outward-facing school which collaborates with the wider partnership and other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people’s lives and to promote the value of education
- Actively promote and support the partnership’s school improvement, continuing professional development and educational visits programmes.

The headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

Essential criteria will be used to shortlist candidates.

Method of Assessment

A = Application form

T = Test

I = Interview

Criteria	Qualities	Essential/Desirable	Method of assessment
Qualifications and experience	• Qualified teacher status • Degree • National professional qualification for headship (NPQH) or equivalent evidence of suitability for senior leadership	E E D	A A
Experience	• Successful leadership and management experience in a large school	E	A/I

	• A track record of achievement in raising standards and delivering school improvement. • Leadership of target setting, data analysis and curriculum innovation. • Demonstrable experience of successful line management and staff development.	E E D	A A/T/I
Skills and knowledge	• Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Data analysis skills, and the ability to use data to set targets, identify weaknesses and drive improvement. • Ability to lead financial and human resource management in a complex school environment. • Effective communication and interpersonal skills with young people and adults. • Ability to communicate a vision and inspire others in accordance with the partnership's *Leadership Competencies* • Ability to build effective working relationships within the school and	E E E E D D	A/T/I A/T/I A/T/I A/T/I

	wider partnership		
Personal Qualities	• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and partnership.	E	A/I
	• A consistent personal commitment to developing and improving professional practice.	D	
	• Ability to lead under pressure and prioritise effectively	E	A/I
	• Outstanding commitment to safeguarding, diversity, equality and inclusion	E	A/I