



Larkrise Primary School

Larkrise is seeking an inspirational leader to drive rapid and sustained improvement

Job Description

Job title:	Headteacher
Salary:	Group 3 (leadership scale 18-24)
Contract type:	Permanent, full time (consideration will be given to applicants seeking flexible working arrangements such as job-sharing or co-headship)
Reporting to:	Local Governing Body (LGB)
Responsible for:	Leadership of the school, collaboration with other River Learning Trust (RLT) school leaders

The Headteacher:

- leads Larkrise, providing energy and direction to drive improvement and excellence throughout the school
- ensures all pupils and staff receive the best experiences and opportunities to develop during their time at Larkrise
- is responsible for the overall organisation, management and conduct of the school
- leads by example, with integrity, confident authority, 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)
- ensures the school's compliance with relevant legislation, including but not limited to that relating to safeguarding, health and safety and teaching and learning
- is the accountable officer of the school and the key contact at Larkrise for RLT and the Department for Education

The Headteacher's name will appear on the school's Ofsted reports.



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School Organisation, Strategy and Development

Working with the LGB, the Headteacher:

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

The Headteacher, securing the support of the LGB:

- sets the school's principal 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 the SLT and LGB to identify, model and develop excellent teaching consistently, throughout the school
- builds and maintains a learning environment in which pupils' behaviour is exemplary, their curiosity for learning is engagingly stirred and the expectations of all pupils and staff are high
- works with the SLT 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
- designs and embeds systems for assessment and moderation, ensuring these are fit for purpose
- marshals internal and external data (including from assessment, moderation and peer review) to monitor impact and identify areas for improvement
- 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
- monitors the progress and attainment of all groups in all subjects and works with staff to make timely impactful intervention to benefit pupils when gaps emerge
- 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
- maintains up-to-date knowledge of education systems locally, nationally and globally

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 to lead throughout the school, including (for example) line management and undertaking appraisals for teaching and support staff, taking lead responsibility for individual school priorities, phase and subject leadership
- takes specific actions to empower staff to maximise their contribution to school improvement and performance
- champions the school's staff team, taking action to reduce workload where possible
- line manages and conducts the appraisals of all members of the SLT in an open, professional way and trains other leaders to do likewise
- plans and leads (or delegates) whole-school staff development activities (e.g. on INSET days) that are relevant and engaging
- invests time and money in the development of future and middle leaders
- carries out succession planning for key roles at Larkrise, and releases developed school leaders to benefit other schools in RLT and beyond
- designs and regularly reviews the effectiveness of the staff structure
- leads necessary change thoughtfully, winning staff over and 'bringing people with them'
- ensures appraisal objectives are set for all staff and that these are linked to both pupil achievement and personal development
- puts in place clear links between achievement of appraisal targets and pay progression
- understands in detail what is required from staff in specific roles including Deputy Headteacher, School Business Manager, SENCO, Head of EYFS, Family School Link Worker; sets clear expectations, and reviews and updates job descriptions when necessary; 'knows what excellent looks like' in all roles
- promotes and monitors staff well-being, including by regular surveys of all staff; intervenes in a timely manner
- sets clear expectations regarding standards of conduct by staff
- protects the school by taking advice from RLT HR professionals when appropriate
- if necessary, leads on staff disciplinary matters

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 staff, 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
- prepares concise reports for LGB and its sub-committees in a timely manner
- maintains open lines of communication with senior RLT staff and submits reports to the Trust as requested

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- maintains open communication with the school's PTA ("Friends of Larkrise")
- represents the school in the surrounding community, making and maintaining contact with neighbours, organisations and influential individuals to the benefit of the school
- acts as the school's contact with the media

Accountability

The Headteacher:

- is accountable for the overall performance of the school: does not 'pass the buck'
- 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
- is willingly accountable for their leadership decisions, engaging in rigorous, realistic self-evaluation, asking for feedback from senior RLT staff, LGB, staff, colleagues at other schools
- incorporates feedback received in personal objective setting
- demonstrates a healthy work-life balance to the staff team
- reports to RLT and the LGB and its sub-committees using agreed formats, giving appropriate consideration to producing concise reports that assist them in fulfilling their responsibilities
- is regularly visible in and available to the school community
- responds to contact from parents in a professional, timely manner
- is prepared for, and represents the school in, external inspections

Management of Resources

The Headteacher:

- works with the SBM 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 SBM, 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
- ensures the school's use of designated sports and PE funding benefits all pupils and contributes to overall wellbeing as well as enhancing the school's performance in sporting competitions
- liaises with the Friends of Larkrise to identify fundraising objectives and to match fundraising with the school's strategic priorities

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Health, Safety and Discipline

The Headteacher:

- is responsible, with other staff and LGB, for keeping children safe at Larkrise
- creates a culture of health and safety (H&S) compliance, risk awareness and danger reduction
- ensures the school's behaviour policy 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 Larkrise staff members' professional development
- plans resource allocation and staff training on the basis of needs identified in appraisals and the school's objectives
- models continuing professional development in their own career
- invites innovative input to the staff team from vetted individuals and organisations
- 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:

- knows when to involve other professionals
- is tenacious in seeking outside help for the school
- builds links within RLT and with other local, national and global school leaders
- is main contact point for police, the LADO, and other relevant professionals

