



# Isambard Kingdom Brunel Primary School, Wellington.

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>HEADTEACHER</b>
<b>ACCOUNTABLE TO</b>	<b>CEO and DIRECTORS OF THE CASTLE PARTNERSHIP TRUST</b>
<b>SALARY RANGE</b>	<b>Leadership L14 – L20</b>

### **Key Relationships:**

- Accountable to the CEO/Trust Directors
- Part of the Trust Leadership Team
- Line management of School Senior Leadership Team
- Colleagues within the Trust

### **Core Purpose:**

The Headteacher will be the strategic lead professional at Isambard Kingdom Brunel Primary School. They will provide vision, inspirational and professional leadership to ensure the continued success, improvement and development of the School and The Trust. The Headteacher will work strategically with all partners and stakeholders to develop outstanding provision, which will transform the educational and future life opportunities of all pupils.

### **Main duties and responsibilities:**

- To be the lead professional and positive role model within our community
- To work to an agreed vision, underpinned by clear values which will be evident throughout the school
- To have direct impact in raising achievements to the highest level for all children through uncompromising high ambition
- To lead by example in determining the professional conduct and practice of teachers to the highest standard
- To enable a climate in the school which enables all pupils to display exemplary behaviour
- Undertake such duties as are delegated by the CEO
- To be a positive role model in helping others recognise difference and respect cultural diversity
- To have ambition and seize opportunities for the school to share good practice and expertise, learning from others beyond its boundaries
- Play a major role in formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:
  - establishing the policies through which they shall be achieved;
  - leading and managing staff and resources to that end;
  - monitoring progress towards their achievement.

### **Qualities and Knowledge:**

- Hold and articulate clear values and moral purpose, focused on providing an outstanding education for the pupils of the School and The Trust.

- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, and towards parents, governors and the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around you.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating national policy into the school's context.
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

### **Pupils and Staff:**

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- To be responsible for the line management and performance management of staff within the school.
- To participate in the recruitment and development of teaching and non-teaching staff of the school.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- The provision of professional advice and support and the identification of training needs.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.

### **Systems and Process:**

- Formulating the aims and objectives of the school and policies for their implementation.
- Planning improvement which will translate school aims and policies into actions.
- Establishing, reviewing, updating and implementing the Trust's policies.
- The efficient organisation, management and supervision of school routines.
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Be involved in strategic, curriculum-led financial planning to ensure the equitable deployment of budgets, resources and accommodation, in the best interests of pupils' achievements and the school's sustainability.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

**Within the Trust:**

- Works with other schools within The Trust - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- Develop effective relationships with fellow professionals and colleagues in other schools to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Model entrepreneurial and innovative approaches to service improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

**Relationships**

- To be responsible for fostering positive relationships across the school community.
- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and presenting reports.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- To develop and maintain positive links and relationships with the community, local organisations and employers.

**Specific Responsibilities:**

To be established following consultation with the successful candidate.

This job description is current at the date shown, but, in consultation, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the salary grade and post title. It does not form part of a contract of employment.

Each individual task may not have been identified and outlined within the main duties and responsibilities above. It would be expected that a Headteacher would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

**This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.**