

Green Meadow Primary School

Head Teacher

Job Description

1.0 JOB TITLE Head Teacher

2.0 JOB PURPOSE

In line with the Trust ethos, policies and procedures, the Head Teacher will lead Green Meadow Primary School within our Academy Trust, inspiring staff to achieve the highest possible standards in teaching and develop well-rounded and ambitious pupils.

Description of Role

The Head Teacher will report to the Director of Education/Chief Executive Officer. They will:

- support the Director of Education and the Chief Executive Officer (CEO) to set and review the school's priorities and objectives, leading activity to ensure these are delivered and standards are raised.
- demonstrate exemplary leadership.
- develop, motivate, and deploy teaching and non-teaching staff to secure the best possible use of available talent.
- promote and demonstrate strong parent partnerships.
- determine and drive appropriate standards and targets to deliver improvement.

3.0 RESPONSIBILITIES

The post holder will carry out the duties of the Head Teacher in consultation, where appropriate, with the Director of Education/CEO, governing body, school staff and its parents and carers. Specific duties and responsibilities are set out below

3.1 Curriculum, teaching and learning

- 3.1.1 Work with the staff to develop, organise and implement an appropriate curriculum for the school considering the needs, experience, interests, aptitudes and stage of development of the pupils and the resources available to the school.
- 3.1.2 Monitor and evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained.
- 3.1.3 Develop a culture of coaching and peer support to enable teachers and staff to develop professionally and enable our children and community to succeed.
- 3.1.4 Ensure that the progress of the pupils at the school is monitored, evaluated and effectively recorded. Analyse and use available school based and comparative data to assist in raising standards.

3.2 Pupils

- 3.2.1 Develop and maintain a sound practice for the pastoral care of pupils.
- 3.2.2 Maintain, review and develop policies and procedures for promoting pupil's self-discipline and good behaviour in the context of a proper regard for authority.

3.2.3 Ensure the maintenance of good order and discipline during the school day, when pupils are present on the school premises or engaged in authorised school activities on and off school premises.

3.3 Staff

3.3.1 Participate in the selection and appointment of the teaching and non-teaching staff of the school including Assistant Headteachers and TLR posts.

3.3.2 Deploy and manage all the teaching and non-teaching staff of the school and allocate duties to them in a manner consistent with their conditions of service and the need to ensure a proper work/life balance.

3.3.3 Delegate, as appropriate and agreed, specified duties of the Head Teacher to the Deputy Headteachers or other members of staff.

3.3.4 Ensure that cover is provided for absent teachers, taking account of conditions of service and the availability of supply teachers.

3.3.5 Ensure that the teachers at the school receive the information they need to carry out their professional duties effectively.

3.3.6 Improve teaching practice through Professional Growth, holding to account the Teaching Standards.

3.3.7 Ensure that newly qualified teachers and those returning to work after a break in service have access to adequate support and training in their first year of service or resumed service.

3.3.8 Exercise responsibility for the supervision and training of teachers during their induction periods.

3.3.9 Manage the threshold assessment process fairly and undertake the assessment of any eligible teacher who requests it in consultation with the Director of Education if appropriate.

3.3.10 Work to identify opportunities for continuing professional development including in house courses, external courses and job-related training.

3.3.11 Ensure that all staff in the school have access to advice and development opportunities appropriate to their needs and report to the governing body on the professional development of all staff.

3.3.12 Provide regular updates to the governing body, on staffing and management matter.

3.3.13 Provide information about the work and performance of the staff employed at the school where this is relevant to their prospective employers.

3.3.14 Maintain a professional working relationship with organisations representing the teachers and other persons on the staff of the school.

3.4 Resources

3.4.1 Work with the Director of Education to allocate, control and account for the financial and material resources of the school, which are under the control of the Head Teacher and be accountable to the governing body for their proper use.

3.4.2 Be responsible for the organisation and management of staff within the school in accordance with statutory guidance on school teachers' pay and conditions.

3.4.3 Ensure the effective security, supervision and maintenance of school buildings, their contents and the school grounds.

3.5 Relationships

3.5.1 Make and maintain arrangements for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting the school, to promote common understanding of its aims.

3.5.2 Work with children, parents, governors, the local community and other stakeholders to ensure that they contribute to the evaluation of the school.

3.5.3 Provide information and to work with the governors of the school to ensure that they carry out their role effectively.

3.5.4 Provide for liaison and co-operation with officers of the local authority and report to the local authority on the discharge of the Head Teacher's functions as required.

3.5.5 Maintain liaison with other schools and further education establishments with which the school has a relationship.

3.5.6 Recognise and support the work of any parents' and carers' group in supporting school initiatives.

3.5.7 Identify and offer opportunities for approved volunteers to support the work of the school in terms of curriculum and extracurricular activities.

3.6 Additional responsibilities

3.6.1 Arrange for a Deputy Headteacher or other suitable person to assume responsibility for the discharge of Head Teacher responsibilities at any time when they are unavailable.

3.6.2 Have due regard for Trust policies on equal opportunities, health and safety and any other relevant area.

3.6.3 Have regard for the work-life balance of school staff.

3.6.4 Undertake any other duties requested on by the Director of Education/CEO commensurate with the post and grade.

Green Meadow Primary School

Head Teacher

Person Specification

Our vision for ***all our schools to be outstanding beacons of equality, where pupils succeed in a safe, innovative and vibrant learning community***, leads our search for an innovative, aspirational, equalities driven leader. The panel will assess applications against the following attributes.

		Desirable/ Essential
INITIAL QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified teacher status (as recognised by the Department for Education) • Successful completion of significant additional study relating directly to the education of primary-aged pupils and/or the management and organisation of a school i.e. NPQH • Participation in recent, relevant in-service training. 	<p>E</p> <p>D</p> <p>E</p>
MANAGEMENT	<ul style="list-style-type: none"> • Understanding of school self-evaluation and the processes involved in becoming an effective self-evaluating school. • Understanding of school finance and budgets. • Understanding of effective performance management processes for staff. • The ability to: <ul style="list-style-type: none"> • work co-operatively with a range of external agencies within a local area and beyond. • delegate and manage staff workload effectively. • devise and implement effective measures for the performance of the school using inspection reports, data and research and to keep these measures under systematic review. • use management information systems, in particular, IT systems to drive school improvement. knowledge of an IT system for school administration. • manage finance efficiently in accordance with the agreed priorities and delegated authority of the school; and • pursue additional funding and resources for the benefit of the school community. 	<p>E</p>
COMMITMENT TO EXCELLENCE IN EDUCATION	<ul style="list-style-type: none"> • Robust knowledge and understanding of recent developments and legislative changes in education and how these impact on the leadership and management of a primary school. • Substantial and high-quality experience of teaching within the early years foundation stage, key stage 1 or key stage 2 of the national curriculum. • Experience of teaching in an inner-city or culturally diverse environment is desirable. • Commitment to raising the academic and personal achievement of pupils significantly and to holding high expectations of all children. • Understanding of effective assessment in education and its use to promote the academic progression for pupils. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

	<ul style="list-style-type: none"> • A proven ability to deliver a differentiated curriculum to pupils with a diverse range of social, emotional, cultural, intellectual and physical needs. • The ability to: <ul style="list-style-type: none"> ❖ demonstrate a commitment to inclusion, ensuring all pupils can participate in a full range of curricular and enriched extra-curricular activities. ❖ promote a positive ethos and pride in a school and its physical environment together. ❖ develop and maintain high standards of behaviour among pupils. ❖ raise standards and significantly improve achievement. ❖ innovate to make learning inspiring, engaging and fun for pupils. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
LEADERSHIP	<ul style="list-style-type: none"> • Knowledge and understanding of the role and responsibilities of senior leaders and governing bodies within primary schools. • Experience of previous or current responsibilities within a successful senior management team. Experience of senior leadership for example Acting Head Teacher, Deputy or Assistant Head role. • Experience of successfully leading teams staff deliver improvements and initiatives. • The ability to: <ul style="list-style-type: none"> ❖ think strategically and to plan effectively in both the short and long term. ❖ embrace, lead and manage change effectively within an organisation. ❖ inspire, motivate and support pupils, staff, parents (and carers), governors and the wider community about the work of a school. ❖ engage effectively and collaboratively with school governors, encouraging others to do the same. ❖ consult, seek advice and be pragmatic when making decisions. ❖ motivate a body of staff and maintain their resilience in the face of adversity. ❖ communicate effectively with, listen to, and learn from pupils, staff, parents (and carers), governors and other members of the community. ❖ promote the professional development of all staff. 	<p>E</p>
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • Commitment to promoting, implementing, and monitoring equal opportunities across all aspects of the school. 	<p>E</p>

Green Meadow Primary School is part of Excelsior Multi Academy Trust (MAT) and is a unique, innovative and friendly school, where all staff are valued and supported in their personal and professional development within a nurturing environment. We actively promote the Equality Act and will expect all applicants to demonstrate their commitment to equality to improve outcomes for all children who attend the school.

Applicants will also be required to demonstrate their suitability to work with children, including motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behavior and attitudes to the use of authority and maintenance of discipline.

Job description issued:

Head Teacher

Postholder

Date: