

JOB DESCRIPTION

<u>POST TITLE :</u>	HEAD TEACHER
<u>GRADE :</u>	L15 – L21
<u>REPORTING RELATIONSHIP :</u>	To the Chief Executive, Multi Academy Trust Board of Directors and Local Academy Council of Green Lane C of E Primary School
<u>JOB PURPOSE :</u>	<p>To provide dynamic and strategic direction and leadership to Green Lane C of E Primary School.</p> <p>The role will hold statutory headship responsibility for Green Lane C of E Primary School.</p> <p>Lead by example, actively modelling and embedding into all areas of school life, the Christian vision and core Christian values of the school</p>

MAIN DUTIES/RESPONSIBILITIES

1. To fulfil the statutory role of Head Teacher to the Academy ensuring all the professional duties required of a Head Teacher in accordance with the School Teachers' Pay & Conditions Document are met.
2. To be responsible for ensuring high standards of behavior from both staff and children modelled on Christian values, and creating an inclusive Christian ethos, which recognises differences and respects cultural diversity, in order to prepare children for life in Britain today
3. Provide dynamic strategic direction and inspirational leadership at all levels of the Academy.
4. Lead the Academy through rigorous self-evaluation, including quality assurance and performance management at all levels.
5. Ensure the delivery of a world class education for the pupils in school shaped by the schools Christian vision and core Christian values for all areas of the school life.
6. In conjunction with the Chief Executive, ensure that all in the Academy are committed to the Trust's aims, motivated to achieve them, and involved in meeting long, medium and short-term objectives and targets, which secure the educational success of the Academy and of the Trust.
7. Model the Christian vision and values of the school in everyday working practice with optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.
8. Lead, monitor and evaluate collective worship, ensuring that it is invitational, inspiring, inclusive and rooted in Christian values
9. Lead, monitor and evaluate SMSC, across all areas of school life
10. Ensure strong partnerships and collaboration with the local church, parish, diocese and the wider Christian community.
11. To ensure that the principles and practices of equal opportunities and anti discriminatory practice are applied by all staff.
12. Have a strong commitment to inclusion.

13. Promote the ethos and vision of the Trust to a wide range of audiences.
14. Have overall responsibility for the Academy budget and the deployment of resources across the Academy.
15. Act as an ambassador for the Academy and Trust in further developing partnership and links with stakeholders that promote a positive profile of the Trust.
16. Hold line management responsibility for Senior Leadership Team.
17. To be responsible for key plans and documents such as school self-evaluation, school improvement plans etc.
18. To lead the Academy in achieving excellence with a focus on continuous improvement and raising standards.
19. Implement strategies which secure high standards of behaviour and attendance.
20. Monitor, evaluate and review classroom practice and promote improvement strategies.
21. Ensure that underperformance is challenged at all levels and ensure effective corrective action and follow-up is undertaken.
22. Lead the Academy in achieving excellence, with a focus on continuous improvement and raising standards.
23. Build and maintain strong relationships with pupils, parents, staff, governors, directors and the whole community.
24. In conjunction with the Chief Executive, be the main point of contact for the Local Authority, EFA, DfE and other key bodies in respect of the Academy.
25. Meet the demands of changing legislation, new initiatives and changing practice.
26. Participate in arrangements for Head Teacher Performance Management.
27. Ensure that the Trust's policies and procedures are implemented across the Academy.
28. Take overall responsibility for health and safety matters for the Academy by ensuring that there are effective measures in place for establishing health and safety policy and for planning, organising, controlling, monitoring and reviewing health and safety effectively.
29. Manage, monitor and review the range, quality, sufficiency and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
30. Provide information, advice and support to the Local Governing Body/Board of Directors to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
31. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.

This is not a complete statement of all duties and responsibilities of this post. It contains only the facts necessary to rate this standard job at the resultant responsibility.

THIS POST REQUIRES ENHANCED DBS DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE, AND WILL ALSO BE SUBJECT TO RECHECKING AS APPROPRIATE

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

PERSON SPECIFICATION, HEAD TEACHER

ESSENTIAL				DESIRABLE		
	Criterion No.	ATTRIBUTE	Stage Identified	Criterion No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Qualified Teacher Status	AF/C	D1	Degree / Masters Degree in related discipline	AF/C
				D2	Recognised Management qualification	AF
				D3	NPQH	AF/C
Experience & Knowledge	E2	At least 3 years experience as a Deputy Head Teacher or Head Teacher in a Primary school.	AF/R	D4	Headship experience	AF/R
	E3	Experience of leading and managing significant curriculum design and development	AF/I/R	D5	Experience of leading in a multi academy trust or similar organisation	AF/I/R
	E4	Experience and evidence of managing, developing, inspiring and motivating staff	AF/I/R			
	E5	Demonstrable success in raising standards and setting challenging targets at Trust and/or Academy/School level	AF/I/R			
	E6	Experience of supporting the management of significant organizational development and change	AF/I/R			
	E7	Experience of monitoring and evaluating staff and pupil performance and supporting, challenging and intervening as appropriate	AF/I/R			

ESSENTIAL				DESIRABLE		
	Criterion No.	ATTRIBUTE	Stage Identified	Criterion No.	ATTRIBUTE	Stage Identified
	E8	Experience of presenting high quality, strategic information to Governors, and supporting their role as a "critical friend".	AF/I			
	E9	Experience of strategically leading on school finance issues, including budget management and funding allocation.	AF/I/R			
Skills	E10	Ability to communicate clearly and unambiguously to a range of audiences, together with an ability to negotiate at all levels and resolve conflict	I/P/R			
	E11	Ability to set appropriate targets for the improvement of school performance and to establish, monitor and evaluate an action plan in relation to those targets	I/P/R			
	E12	Ability to build, support and work both with and in high-performing teams	I/P/R			
	E13	Ability to analyse information from a wide variety of sources and solve complex problems	I/P/R			
	E14	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines	I/P/R			
	E15	ICT Skills	AF			
Personal Attributes	E16	High personal standards of integrity and probity	I/R			

ESSENTIAL				DESIRABLE		
	Criterion No.	ATTRIBUTE	Stage Identified	Criterion No.	ATTRIBUTE	Stage Identified
	E17	Enthusiasm, vision, drive, adaptability and perspective	AF/I/P/R			
	E18	Advocate a sound educational philosophy, with the ability to translate into practice.	I/P/R			
	E19	Ability to secure the loyalty and confidence of pupils, staff, parents, governors and others	AF/I/R			
	E20	Ability to create an exceptional positive ethos within the organisation which is recognised by staff, pupils, parents, governors and the wider community	I/R			
	E21	Commitment to own personal development	AF/I			
	E22	Role model for pupils and staff	I/R			
Special Requirements	E23	A practicing Christian or an individual who can demonstrate sympathy with the Christian distinctiveness of the school through their own faith life and will support the Christian vision and ethos of the school. A faith reference to support this will be requested in addition to two standard references (Equality Act 2010: Genuine Occupational Requirement).	AF,R,I			
	E24	Commitment to maintaining and developing the Christian vision and values of the school and promoting an understanding of other faiths and cultures	AF,I,R			

ESSENTIAL				DESIRABLE		
	Criterion No.	ATTRIBUTE	Stage Identified	Criterion No.	ATTRIBUTE	Stage Identified
	E25	Flexibility, mental resilience and well-developed self-management skills in order to meet the demanding nature of the role	I/R			
	E26	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	I/D			
	E27	Suitability to work with children	D			

Key – Stage identified			
AF	Application Form	P	Presentation
C	Certificates	I	Interview
T	Tests	R	References
P	Presentation	D	DBS Check

Issues arising from references will be taken up at interview, The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure from the Disclosure and Barring service) and pre-employment checks will be undertaken before an appointment is confirmed.