



## Job description: Head of School

Location	Gladstone Park Primary School
Contract term	Permanent
Pay range	L17-L21
Reporting to	Exec Headteacher

### Job purpose

The Head of School is the accountable leader for the day-to-day leadership and performance of Gladstone Park Primary School, a welcoming, vibrant and friendly school situated in the heart of Brent, North London. At Gladstone Park, we develop resilient, emotionally intelligent students who become life-long learners. Gladstone Park is a school which wholeheartedly promotes a stimulating and positive learning environment where all our children feel happy, safe and valued as individuals through the 'RIDER' values: respect, integrity, determination, empathy and responsibility.

Working under the strategic direction of and in close partnership with the Executive Headteacher, the Head of School will secure high standards of education, attendance, behaviour, safeguarding, SEND provision and staff performance, ensuring that all pupils receive an exceptional primary education within an inclusive environment.

The role is responsible for translating Trust and Executive strategy into consistent, high-quality practice and outcomes at school level promoting the Anthem Values of Integrity, Collaboration and Excellence.

### Main duties and responsibilities

*This job description will be supported by the school improvement plan which will identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities. The postholder's duties must be carried out in compliance with the school's policies and procedures including child protection and safeguarding procedures.*

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

### Key Responsibilities

#### School Leadership and Accountability

- Lead the school on a day-to-day basis, taking full responsibility for standards, culture and operational effectiveness.
- Act as the senior leader on site, ensuring clarity, consistency and high expectations.
- Support the Executive headteacher in setting the strategic direction of the school.
- Implement the shared strategic direction set in partnership with the executive Headteacher.

- Provide professional leadership that inspires staff and secures strong pupil outcomes.
- Embed Gladstone Park's values: respect, integrity, determination, empathy and responsibility.
- Support preparation for Ofsted and internal reviews.

### **Quality of Education**

- Ensure the delivery of a broad, ambitious and well-sequenced curriculum, including phonics, early reading and early maths.
- Secure consistently high-quality teaching through monitoring, feedback and professional development.
- Ensure assessment is used effectively to inform teaching and accelerate progress.
- Address underperformance swiftly and effectively.
- Ensure the delivery and continuous improvement of an inclusive and effective offer to SEND pupils and families, including compliance with the SEND Code of Practice and relevant legislation

### **School Improvement**

- Lead the implementation of the School Development Plan and self-evaluation processes.
- Drive improvements in attainment, progress, attendance and behaviour.
- Ensure the school is inspection-ready at all times.
- Use data and school intelligence to identify priorities and take action.

### **Leadership of Staff**

- Line manage senior and middle leaders, supporting accountability and scrutiny of outcomes.
- Build leadership capacity through coaching, support and clear expectations.
- Setting a culture with the staff team that supports learning and high quality challenge as well as collaboration and building on strengths.
- Ensure performance management is robust, developmental and aligned to school priorities.
- Address underperformance in line with Trust policy.
- Work with the Trust to ensure appropriate training is delivered to teachers and support staff, including on SEND provision.

### **Pupil Outcomes, Behaviour and Attendance**

- Maintain high expectations for all pupils, ensuring strong progress from all starting points.
- Monitor and improve attendance, behaviour and engagement, ensuring strong relationships are built with key stakeholders to truly embed through relationships and emotional/developmental needs.
- Promote pupils' personal development, wellbeing and inclusion.
- Close disadvantage gaps and maintain high expectations for all pupils.
- Promote enrichment: arts, culture, outdoor learning, language partnerships.

### **Safeguarding**

- Act as Designated Safeguarding Lead (DSL).
- Ensure safeguarding systems are rigorous, compliant and embedded in practice.
- Promote a culture where safeguarding is understood as everyone's responsibility.

## Community and Partnerships

- Build strong and positive relationships with parents, carers and the wider community.
- Represent the school positively and professionally and embody school and community values.
- Maintain existing and develop, as appropriate, new partnerships such as German Embassy and cultural organisations.
- Build strong links with local education provision authorities, such as the local council, and other appropriate local bodies to ensure effective collaboration and a diverse offer to pupils

## Operational Leadership

- Ensure the school operates safely, efficiently and in line with Trust expectations.
- Oversee staffing, timetabling and resource deployment.
- Maintain and improve internal school processes.
- Work effectively with Trust central services.

## Governance and Reporting

- Work with the Anthem Community Council to support effective governance.
- Provide accurate and timely reporting on:
  - pupil outcomes
  - safeguarding
  - school priorities and risks
  - school finances
- Support the Executive Headteacher in wider Trust reporting.

## Role within Anthem Structure

- Reports to the Executive Headteacher.
- Responsible for the implementation of strategy and delivery of outcomes at school level.
- Works collaboratively with other school leaders across Anthem to share best practice.

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

## Person specification: Head of school

<b>Qualifications and training</b> <i>Evidenced through: Application</i>	<b>Essential</b>	<b>Desirable</b>
First degree	✓	
Recognised Qualified Teacher Status	✓	

Recent and relevant professional development	✓	
Evidence of recent management development	✓	
NPQH or NPQ equivalent		✓
Higher degree relevant to Headship		✓

<b>Experience/employment</b> <i>Evidenced through: Application/Interview/References</i>	<b>record</b>	<b>Essential</b>	<b>Desirable</b>
Successful track record of leadership as a member of the Senior leadership team in state funded education in the UK		✓	
Successful track record of leadership within a multi academy trust			✓
Evidence of successful financial and resource management			✓
Recently worked in a good or outstanding school and understands and can demonstrate what excellence looks like within educational leadership and management		✓	

<b>Personal</b> <i>Evidenced through: Application/Interview/References</i>	<b>qualities</b>	<b>Essential</b>	<b>Desirable</b>
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.		✓	
Integrity and sound judgement		✓	
Sympathetic to the moral purpose and vision of Gladstone Park Primary school and Anthem Trust		✓	
An outstanding communicator who is approachable, reliable, has presence and is highly visible to students, parents, carers, local governors and the wider community		✓	
An outstanding classroom practitioner		✓	
Capacity for and commitment to own personal development		✓	
Supportive, energetic, driven and confident		✓	
Inclusive and collaborative		✓	

Ability to mentor, inspire, coach, influence and motivate others	✓	
An effective decision maker	✓	

<b>Leadership and management (curriculum, teaching and learning)</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
Thorough knowledge of the National Curriculum and extensive experience of curriculum delivery, monitoring and assessment	✓	
Ability to analyse and understand complex curriculum issues and respond creatively and effectively	✓	
Thorough knowledge and understanding of current issues in education	✓	
Experience of methods of mapping school progress and school improvement strategies	✓	
Vision for the development of CPD and teaching and learning strategies		✓

<b>Leadership and management (student attainment, progress and wellbeing)</b>	<b>Essential</b>	<b>Desirable</b>
Proven commitment to high levels of student attendance, progress, attainment and safety	✓	
The ability to inspire high levels of performance in all students regardless of their starting points.	✓	
Thorough understanding of monitoring and evaluation strategies relating to student outcomes and the ability to translate information into detailed plans and targets.	✓	
The ability to analyse and interpret complex data	✓	
A commitment to promoting and safeguarding the welfare of young people	✓	

<b>Leadership and management (staff)</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
Ability to inspire others and provide strong leadership to teachers and support staff	✓	

Ability to delegate appropriately	✓	
Proven experience of developing, empowering and supporting staff	✓	
Thorough understanding of management structures and systems	✓	
Commitment to Equal Opportunities	✓	
Commitment to an open, collaborative and fair culture	✓	

<b>Managing resources</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
The ability to analyse complex issues relating to finance and resources	✓	
Capable of strategic financial planning, capital projects and budget management		✓

<b>The community and other stakeholders</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
Thorough understanding of the role of Anthem and the Anthem Community Council		✓
A track record of working effectively with a Local Governing Body or equivalent to ensure appropriate monitoring and accountability of all aspects of school activity with a committed drive to working from the School Development Plan.		✓
Effective communication with staff, students, parents, carers and Anthem Community Council	✓	
Ability to establish effective links with the community	✓	
Ability to develop partnerships and shared responsibilities	✓	