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## Head Teacher - Job Description.

Slade Primary School and Attached Unit for Children with Hearing Impairment, The Slade, Tonbridge, Kent, TN9 1HR.

Grade: Leadership scale Group 3.

Responsible to: Governing Body and Local Authority.



### Purpose of the Job.

- To give every child that spends time at Slade their best chance to succeed in life.
- To exemplify the school vision – Best. Team. Happy.

### Main duties and responsibilities.

- To be the lead professional and a positive role model within our school community.
- To work to the agreed strategic vision, underpinned by clear values throughout the school.
- To ensure all children reach their full potential in all areas of the curriculum.
- To lead by example and have high expectations for the conduct and practice of all staff.
- To promote a climate in the school which enables all pupils to display positive behaviour for learning.
- To be a positive role model in celebrating British Values, recognising the differences and respecting cultural diversity within the school.
- To have ambition and seize opportunities for the school to share good practice and expertise, learning from others beyond its boundaries.
- To promote and safeguard the welfare of children for whom the school and governing body have responsibility.
- To deploy the available resources to most effectively support the school's vision.
- To line manage the senior leadership team and ensure all personnel management is performed to the highest standards, ensuring our staff fulfil their career potential.

### Qualities and Knowledge.

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

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- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and internationally, and rigorously pursue continuous professional development.
  - Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating Kent County Council and 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 understanding of how pupils learn and of the core features of successful classroom practice leading to rich curriculum opportunities and pupils' well-being.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within the school.
- 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, recruiting outstanding staff, 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 through the school's robust performance management process.
- Drawing on relevant research and robust data analysis to ensure best practice.

### **Systems and Process.**

- 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.
- Welcome strong governance and actively support the governing body in its role to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
- Exercise strategic, curriculum-led financial planning to ensure the effective use of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.

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- 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.

### **The self-improving school system.**

- Collaborate with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent outcomes for all pupils.
- Develop effective relationships with fellow professionals and colleagues in other public services, to improve academic and social outcomes for all pupils.
- Be willing to try innovative approaches in the best interests of achieving excellence, harnessing the findings of well evidenced research.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Inspire and influence others - within and beyond school - to believe in the fundamental importance of education in young people's lives and to promote the value of education and life-long and independent learning.

**Slade Primary School: Best. Team. Happy.**