

## Bethersden Primary School Headteacher Person Specification



**Post:** Headteacher

**Responsible to:** The Governing Body and the Local Authority

**Pay Range:** £45,856 to £53,180

This job description is based on the new National Standards of Excellence for Headteachers, January 2015.

### **Purpose of the Job**

To be the strategic lead professional at Bethersden Primary School. The Headteacher will provide vision, ambition, leadership and direction. They will ensure the School is effectively managed and organised, work strategically with all partners and stakeholders, and develop outstanding provision for all pupils.

### **Main Duties and Responsibilities**

1. Good leadership promotes goodwill... To be the lead professional and positive role model within our school community; leading by example in determining the professional conduct and practice of teachers to the highest standard.
2. Understand where we are going...To work with governors towards an agreed vision, underpinned by clear values, which will be evident throughout the School.
3. Aiming high and getting there... To have direct impact in raising achievements to the highest level for all children through uncompromising high ambition.
4. Good behaviour promotes good learning...To maintain and encourage a climate in the School, which enables all pupils to display exemplary behaviour.
5. Creative new ideas... Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
6. Celebrate diversity... To be a positive role model in helping others recognise difference and respect the cultural diversity of contemporary Britain.
7. Working collaboratively... To have ambition; seize opportunities for the School to share good practice and expertise, learning from others beyond its boundaries.

### **Leading teaching and learning**

1. Maximise learning opportunities...Provide an outstanding, broad and balanced education for the pupils, and uphold the School's values and purpose.
2. Demonstrate optimism.....in personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and the local community.
3. Leads by example...lead the school with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around you.
4. Continuous professional development... Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally.
5. Policy into practice... Work with political and financial astuteness, within a clear set of principles centred on the School's vision, ably translating KCC and national policy into the schools' context.
6. Shared vision... Ensure that the vision, goals and objectives for the School are clearly articulated, shared, understood and acted upon effectively by all.

## **Pupils and Staff**

1. Setting standards... Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality; instill a strong sense of accountability in staff for the impact of their work on pupils' outcomes and progress.
2. Enriched learning opportunities... Deliver excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design. Implement diverse, rich and broad curriculum opportunities that reflect the character of the school and lead to pupils' well-being.
3. Effective monitoring... Ensure there is a robust system for monitoring pupil progress individually and by different pupil groups, and that progress is effectively communicated to and acted on by all staff, governors and parents.
4. Shaping the future... further develop quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Improvement partnership... Model innovative approaches to improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others... to believe in the fundamental importance of education in young people's lives and to promote the value of education within and beyond schools.
7. Mutual support... Maintain an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
8. Succession planning... Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard.
9. Accountability... Ensure that all staff take responsibility for their professional conduct and practice.

## **Management and Accountability**

1. Effective systems... Ensure that the School's organisation and processes are efficient, fit for purpose and that they uphold the principles of transparency, integrity and probity.
2. A safe place... 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.
3. Quality performance management... Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, supporting staff to improve, valuing excellent practice and addressing any under-performance.
4. Working together... Welcome strong governance and actively support the governing body to understand its role and deliver its core functions effectively (setting School strategy and holding the Headteacher to account for pupil, staff and financial performance).
5. Financial leadership... Exercise strategic, curriculum-led financial planning to ensure the equitable and efficient use of budgets, resources and accommodation, in the best interests of pupils' achievements and the school's sustainability.

## **Strengthening community**

1. Outward facing school... Engage with the internal and external school community to champion best practice and secure excellent achievements for all pupils.
2. Collaboration... Work with other schools, particularly those in the TRA (Tenterden Rural Alliance), in order to share expertise and bring positive benefits to this school. Continue to collaborate, at both strategic and operational levels, with parents, carers and across multiple agencies for the well-being of all children.

The Headteacher will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Governing Body and/or Local Authority.