



Name:	Hawkhurst Church of England Primary School (Voluntary Controlled)
Post:	Head Teacher
Salary:	Group 2: £46,335 - £63,147
Responsible to:	The Governing Body to the School, Kent Local Authority and Diocese of Canterbury
Purpose of the Job:	To be the strategic lead professional at Hawkhurst Church of England Primary School. The Head teacher will provide vision, drive leadership and direction, and by working strategically with all partners and stakeholders, will enable the School to develop outstanding provision that improves the educational outcomes and future life opportunities of all pupils.

Main Duties and Responsibilities

1. Work to an agreed vision underpinned by clear Christian values, which will be evident throughout the School.
2. Have direct impact in raising achievements to the highest level for all children and in doing so continue to close the gap between disadvantaged pupils and their peers.
3. Lead by example in determining the professional conduct and practice of teachers to the highest standard.
4. Provide leadership regarding pastoral care and nurture a learning environment, which enables all pupils to display exemplary behaviour.
5. Be a positive role model in helping others recognise difference and respect cultural diversity within contemporary Britain.
6. Have ambition and seize opportunities for the School to share good practice and expertise, learning from others beyond its boundaries.
7. Lead, monitor and evaluate distinctively Christian collective worship in line with statutory requirements.
8. Lead a positive team to foster a safe and secure environment for children to learn and grow as individuals.
9. Ensure best value and sound financial management of the schools budget and other income.
10. Carry out the professional duties associated with the responsibility of Designated Safeguarding Lead (DSL), leading regular DSL meetings in school to ensure that all Safeguarding procedures are adhered to.

Qualities and Knowledge

1. Provide a world-class education for the pupils, and uphold the School's Christian values and purpose.
2. Demonstrate positive personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors, the local Church and local community.
3. Lead by example – with integrity, creativity, resilience and clarity – drawing on your own expertise and skills, and that of those around you.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work within a clear set of principles centred in the School's vision, ably translating KCC and national policy into the school's context within a set budget.
6. Ensure that the School and its distinctive Christian character are clearly articulated, shared, understood and acted upon effectively by all.
7. Work with financial astuteness within a clear set of principles centred on the School's vision.

Pupils and Staff

1. 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.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
3. Maintain an educational culture of 'open classroom' as a basis for sharing best practice within our school and with others, drawing on and conducting relevant research and robust data analysis.
4. Continue to develop an ethos within which all staff are motivated and supported to broaden their skillset and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

System and Process

1. Ensure the School's systems, organisation and processes are efficient, fit for purpose and reflect the School's Christian values and that they uphold the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focussed on safeguarding pupils and developing exemplary behaviour in the School and in the wider society.
3. 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 immediately.
4. Welcome strong governance and actively supporting the governing body to understand its role and deliver its core functions effectively (setting School strategy and holding the Head teacher to account for pupil, staff and financial performance).

5. Exercise strategic, curriculum-led financial planning to ensure the equitable and efficient use of budgets, resources and accommodation, in the best interest of pupils' achievements and the School's sustainability.
6. 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

1. Create an outward-facing School, which works with other schools, the local Church and other organisations to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxy in the best interest of achieving excellence, harnessing the findings of well-evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high-quality training and sustained professional development for all staff.
5. Model innovative approaches to improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others – within and beyond schools – to believe in the fundamental importance of education in young people's lives and to promote the value of education.
7. Participate in the management of Hawkhurst Pre-School in the role of Chairman of the Management Committee.