



Borden Church of England Primary School

Part of the UNITAS Collaboration

School Lane Borden Sittingbourne Kent ME9 8JS

JOB DESCRIPTION FOR HEAD OF SCHOOL BORDEN CHURCH OF ENGLAND VA PRIMARY SCHOOL

Purpose of Job:

To provide day to day management for Borden CEP, ensuring continual improvement and high quality, engaging and fulfilling education for all pupils and further development in standards of teaching, learning and achievement in accordance with statutory requirements.

Responsible to:

The Executive Headteacher (EHT).

Responsible for:

Leadership and management of all staff;
School Management (day to day running of the school);

Working to the professional duties set out in the School Teachers' Pay and Conditions Document;

- Able and committed to promote and develop the school's distinctive Christian standards and character
- To work with the EHT in the strategic planning, development and promotion of the collaboration.
- To provide leadership at the highest level for all aspects of school life.
- To attend all Governing Body meetings at Borden CEP as required by the EHT.
- To be responsible for the day to day running of Borden CEP, on an operational level including timetabling, monitoring, attendance and behaviour
- To regularly brief, consult and take direction from the EHT on the day to day running of Borden CEP.
- To have an overview of the curriculum in the school, including promoting the development of teaching and learning and the development of schemes of work, teaching materials, methods of teaching and assessment.
- To regularly monitor the quality of teaching and learning in Borden CEP and use evaluation of the monitoring information to help set the direction of future plans.
- To provide guidance and advice to pupils and their parents on educational matters.



Mr David Whitehead
Mrs Sheila Dunk

*Executive Headteacher
Head of School*

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- To be responsible for tracking pupil progress and ensuring that all pupils have the opportunity to achieve their potential.
- To ensure all statutory requirements for assessment, recording and reporting are met.
- To represent the EHT in meetings as required by the EHT.
- To be responsible for performance, appraisal and assessment of staff as required and ensure all staff have access to quality training and support.
- To assist the EHT in the selection and appointment of staff.
- To be responsible as required by the EHT for the organisation of staff meetings at Borden CEP school, ensuring that the sessions reflect the school's strategic priorities and involve professional development opportunities for all staff, including opportunities for inter-school learning.
- To provide information on the performance of Borden CEP to the EHT.
- To work with the EHT to secure rapid and effective progress on actions contained within the School Plan.
- To have responsibility and commitment for safeguarding and promoting the welfare of pupils at Borden CEP, including ensuring the requirements of the Single Central Record are fulfilled, absence is regularly monitored and issues addressed.
- To support the school in meeting any legal requirements for the curriculum e.g. for Collective Worship.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- To undertake any other duties as required by the EHT.

Undertaking other duties as may reasonably be assigned by the EHT, recognising that the duties of this post may vary from time to time without changing the general character of the post or level of responsibility as the school develops.



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