



Head Teacher

Job Description

Salary £46,335 - £51,127

Salary Scale

The Head Teacher will be the leading operational professional at Trottiscliffe CE (VC) Primary School. He/She will provide the inspiration and vision for the future direction and standards of the School, working with all stakeholders –pupils, staff, parents, governors and the local community, to develop outstanding educational, spiritual, social and physical provision, ensuring that every child and each member of staff is offered optimum opportunities to be the very best that he/she can be.

Main Duties and Responsibilities

- To inspire all stakeholders – pupils, staff, parents and governors – with the shared vision of continuing improvement in all areas of school life, thus raising pupils' achievement through uncompromising challenge, high ambition and robust monitoring.
- To maintain the existing, caring, Christian ethos and identity at the School in which Christian worship encourages children to grow to faith, and ensures the spiritual, moral and social development of the pupils within the Anglican foundation of the school.
- To be a positive role model in helping others recognise and respect cultural diversity within contemporary Britain.
- To model the highest standard of personal conduct in dealing with all stakeholders, ensuring that all decisions are made with probity and transparency.
- To market the School imaginatively increasing numbers over time to the full PAN of 12 in every year group.
- To display a clear understanding of SEND and the involvement of multi support agencies.
- To encourage middle management and subject leaders in their continuing professional development.
- To continue to explore the possibility, options, benefits and disadvantages of any future formal collaboration, federation or Multi Academy Trust within the local area, and offer timely strategic advice to the Governing Body working party accordingly.

Pupils, Staff and Governors

- Demand optimum standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their teaching on pupils' outcomes.
- Further secure excellent teaching through outstanding modelling and analytical monitoring of performance and data
- Encourage the sharing of best practice both within the school and in conjunction with other schools in the area.
- Encourage middle management and subject leaders with their personal CPD by underwriting appropriate training, and evaluating its impact.



Systems and Processes

- Ensure that the school's systems and processes are well considered, efficient and fit for purpose.
- Establish and maintain a safe and secure school environment, thus enabling pupils to behave in an exemplary manner.
- To be aware that a small school means a small income, yet still ensure a positive budget and best value.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets, resources and accommodation, in the best interests of pupils' achievements and the school's sustainability.
- Maintain rigorous, fair and transparent policies and criteria for managing the appraisal of all staff, speedily addressing any under-performance by providing strong support for improvement.
- Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular its function in strategic planning and holding the head teacher to account for pupil, staff and financial performance.

The Self Improving School system

- Create an open school by sharing best practice across not only the school itself, but also by developing effective professional relationships with other local schools and organisations.
- Establish and develop professional, practical contact with other educational, social and medical support services creating a pathway to good and positive outcomes for individual pupils and staff.
- Be open to change, evaluating new government initiatives by research and experience and adopting and implementing any which could improve the quality of education experience offered to the pupils and staff.