



JOB DESCRIPTION

Post: Head Teacher

Number on Roll: 105 (Group 1)

Salary Scale Range: Group 1 (£44,102 to £58,677)

Responsible To: Governing Body, the Diocese of Canterbury and the Local Authority

The criteria set out below are taken from the National Standards for Excellence for Headteachers 2015 and the School Teachers' Pay and Conditions Document 2015 (DFE-00228-2015). Also included are statements that take into account guidance set out in Keeping Children Safe In Education (DfE-00140-2016).

The Head Teacher is expected to review performance, raise expectations and work closely with staff, parents/carers, governors, the Diocese of Canterbury and the Local Authority, to continue to lead the school's self-evaluation and to review and take responsibility for the School Improvement Plan. Sholden School's pupils will be at the heart of every decision.

Main Job Purpose

- To be responsible, with appropriate consultation, for the leadership, internal organisation, management and control of the school.
- To promote and safeguard the welfare of children for whom the school and Governing Body is responsible and those with whom they come into contact.

The Head Teacher is required to carry out the duties set out in School Teachers' Pay and Conditions 2015 document.

Qualities and Knowledge

- Hold and articulate clear values and moral purpose (based on the school's Christian values), focused on providing a world-class education for the pupils they serve.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents/carers, governors and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local 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 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.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.

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- 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, 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.

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 to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Head Teacher to account for pupil, staff and financial performance.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of the school budget and resources, in the best interests of pupils' achievements and the school's sustainability.
- 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

- Create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- 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.

The Head Teacher will undertake any other duties, which may be required and be relevant and commensurate with the post, as deemed necessary by the Governing Body, the Diocese of Canterbury and the Local Authority.