

# East Farleigh Primary School



## Head Teacher Job Description

Salary Range: Group 2 - £51,639 to £62,863

Responsible to: The Governing Body

### Purpose of the Job

As the strategic lead professional for the school you will provide vision, ambition, leadership and direction. Working closely with staff, parents, governors and the Local Authority you will ensure the school is managed and organised in a way that develops and maintains outstanding provision and which will deliver educational and future life opportunities for all children.

### Key Duties and Responsibilities

1. To be the lead professional and positive role model within our community.
2. To develop and work to an agreed vision, underpinned by clear values which will be evident throughout the school.
3. To have direct impact in raising achievements to the highest level for all children.
4. To lead by example in determining the professional conduct and practice of teachers to the highest standard.
5. To ensure an environment within the school that enables all children to display exemplary behaviour.
6. To be a positive role model in helping others recognise difference and respect cultural diversity within contemporary Britain.
7. To have ambition and seize opportunities for the school to share good practice and expertise, learning from others beyond the school's boundaries.

### Qualities and Knowledge:

1. Hold and articulate clear values and purpose, focused on providing the highest possible education standards and opportunities for the children.
2. Demonstrate confident personal behaviour, positive relationships and attitudes towards children, parents, governors and the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and those of the people 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 with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating Kent County Council and national policy into the school's context.
6. Effectively communicate the school's vision and values and drive the strategic leadership, empowering all children and staff to excel.

### Children and Staff:

1. Demand ambitious standards for all children, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on children's outcomes.
2. Secure excellent teaching through an analytical understanding of how children learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and well-being of the children.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify and develop emerging teaching talent and actively engage in coaching current and aspiring leaders to demonstrate clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

### Systems and Process:

1. 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.
2. Provide a safe, calm and well-ordered environment for all children and staff, focused on safeguarding children and developing their exemplary behaviour in school and in the wider society.
3. 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.
4. 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.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets, resources and accommodation, in the best interests of children's achievements and the school's sustainability.
6. Distribute leadership throughout the school, 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 and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all children.
2. Develop effective relationships with fellow professionals and colleagues in other public services, to improve academic and social outcomes for all children.
3. 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.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to service 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.