



Elham CEP Primary School

Headteacher - Job Description

Section 1 Qualification and Experience

1. Qualifications

- Have achieved QTS
- To be able to evidence further Professional Development in preparation for Headship e.g. NPQSL

2. Experience

- Have teaching experience of working in more than one school and more than one Key Stage
- Evidence of successful senior leadership experience
- Appropriate training and experience of Safeguarding / Child Protection
- Can demonstrate impact of leadership on Teaching, Learning and Assessment at senior leader level
- Experience of line management and appraisal
- Experience of budgets
- Experience of School Improvement Planning and Self Evaluation
- Experience of working with Governors, parents, and the wider community

Section 2 Leadership

- Works in partnership with the Governing body and senior leaders to develop and build upon the school's Christian vision, to improve and strengthen school performance
- Leads by example - with integrity, creativity, resilience and clarity
- Is able to inspire and influence staff, pupils, parents and the local community, developing engagement with the school's Christian vision and values which impact on school improvement
- Demonstrates ability to think strategically: initiating, planning, monitoring and evaluating school improvement and change processes
- Demonstrates excellent people management skills, emotional intelligence and approachability
- Creates a trusting and collaborative ethos within which all staff are motivated and communicate effectively

- Proactively develops and implements innovative ideas and embeds these into organisational culture to drive school performance with a managed risk approach
- Ability to empower all staff and pupils to strive to excel
- Is able to make difficult decisions and convey outcomes clearly and sensitively, influencing others in a variety of situations
- Gathers comprehensive information to support decision making
- Welcomes strong governance and actively supports the GB to understand its role and deliver its functions of strategy-setting and monitoring effectively

Section 3 Teaching, learning, assessment and additional/special educational needs

- Demonstrates a secure understanding of curriculum, design and delivery, that sets out the knowledge, skills and values that will be taught
- Has proven track record of school improvement
- Creates an effective and stable learning environment by monitoring the quality and consistency of teaching throughout the school
- Secures excellent teaching through an analytical understanding of how all pupils learn (including those with SEND) and of the core features of successful classroom practice and curriculum design
- Ensures that teachers and other staff have consistently high expectations of what each pupil can achieve and therefore ensures that pupils are effectively prepared for their next phase of education and life
- Is an expert practitioner in planning and delivering a high-quality provision, which secures strong outcomes and closes attainment gaps for all vulnerable groups
- Establishes an education culture of 'open classrooms' sharing best practice within school and with other schools, drawing on and conducting relevant research and robust data analysis
- Makes rational judgements from the available information, analysing and using effectively to inform future practice
- Demonstrates how rigorous review and evaluation of whole school staff performance management leads to school improvement; raises achievement and brings about high expectations of success
- Accurately identifies the components of good teaching, and demonstrates the coaching skills needed to transmit these to peers and other staff
- Evidence of fostering a culture of high expectation and mutual respect between pupils and adults

Section 4 Organisational effectiveness

- Is able to hold all staff to account for their professional conduct and practice, supporting them to improve and value excellent practice
- Provides high quality teaching through high quality training and sustained professional development for all staff
- Adapts to changing circumstances, accepts new ideas and change initiatives and deals with ambiguity, making positive use of the opportunities it presents

- Exercises strategic, curriculum-led financial planning to ensure effective deployment of budgets and resources, to improve pupil achievement and ensure the school's sustainability
- Makes a strong personal and positive impression on others
- Makes prompt, clear decisions which may involve tough choices or considered risks
- Manages time effectively by planning activities and projects well in advance and takes account of possible changing circumstances
- A commitment to actively promoting the school within the local community and wider community

Section 5 Ethos / Values / Religious Character

- Ability to sustain and grow the school's Christian ethos and strategic direction in partnership with the church community, governors and wider school community
- Possesses a passionate shared belief that all should be enabled to be the best they can be
- Understands the importance of British values, consistently models these values and demands the highest standards of respect and tolerance from all staff, pupils and stakeholders
- Promotes equality of opportunity and respect for diversity
- Is able and committed to uphold, promote and develop the school's distinctive Christian vision, values and character
- Nurture a culture where every child flourishes academically, socially, physically and spiritually

Section 6 Safeguarding

- Demonstrate a commitment and understanding to Safeguarding and the promotion of the welfare and safety of children
- Have a deep and accurate working knowledge of relevant policies, procedures and practices related to all aspects of Safeguarding and Child Protection
- Can demonstrate leadership impact on the development of a culture of vigilance and nurture across the whole school community

The School are committed to Safeguarding and promoting the welfare of children and young people. The post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service