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| **School%20Logo4** | **ST. GEORGE’S C of E FOUNDATION SCHOOL**  **JOB DESCRIPTION** |

**JOB TITLE:** Head of School – Primary

**GRADE:** L22 - 26

**PROFESSIONAL**

**TEACHING DUTIES:** You are required to carry out the professional duties of a teacher other than a Headteacher as described in “School Teachers Pay and Conditions”.

**ACCOUNTABLE TO:** Headteacher

**JOB PURPOSE:** This role involves leading the Primary School and managing the three phases of Early Years Foundation Stage, Key Stage 1 and Key Stage 2 with reference to:

* To provide and lead the strategic direction for the Primary School in line with the whole school vision and development plan and as directed by the Headteacher.
* To ensure that the standards of teaching, learning and progress in all areas of school life within the Primary School reflect the school’s vision of providing the best of education.

**DISCLOSURE LEVEL:** Enhanced, you are required to be fully committed to the safeguarding of the pupils at the school.

**DIRECTLY RESPONSIBLE:** Primary Senior Leadership Team

Directors of Learning

**TEAM LEADER TO:** Primary Senior Leadership Team

Primary Directors

(Appraisal) Safeguarding and Attendance Team

CiC Team

*All staff at St George’s C of E Foundation School are expected to actively support and promote the vision and values of the school including the Child Protection and safety procedures.*

*All class teachers are accountable for the progress that the pupils they teach make during an academic year.*

**KEY ACCOUNTABILITIES:**

**STRATEGY AND LEADERSHIP:**

* Ensure the school vision and positive ethos is upheld in the Primary School and the strategic targets detailed in the school development plan;
* Create, implement and review the Primary School Improvement Plan, that contributes to the Whole  
  School Development Plan, to ensure that appropriate priorities and targets for the improvement are identified and the necessary resources are clearly allocated;
* To present to the Governing Board on areas of school development and on areas of direct responsibility.
* Ensure that all Primary Teaching Staff are committed to the school’s vision, and are motivated and involved in the priorities and targets which the school sets for itself, and are provided with the necessary support  
  and guidance in order to implement the relevant action plans successfully;
* Ensure the management, finance and resources of the school supports the improvement of standards in teaching and learning;
* Monitor, evaluate and review the impact of the Primary School Procedures and Whole School Policies as relevant to the Primary School, and take appropriate action or advise the Headteacher accordingly;
* Inspire stakeholder confidence in the school.
* To lead and attend relevant meetings, prepare reports and contribute to strategic planning.
* To uphold and promote the Christian Ethos of the school and be part of a team delivering worship.
* To maintain clear expectations, high standards of professionalism and collaboration to meet the vision and whole school priorities.

**STAFFING AND RESOURCES:**

* Monitor and review the deployment of staff and resources to ensure that the school vision is being met.
* In liaison with the Strategic SLT lead and manage the recruitment of Primary staff.
* Co-ordinate and identify CPD needs for staff and build an effective CPD programme for staff.

**CURRICULUM, TEACHING AND LEARNING:**

* To lead on the development of an ambitious Primary Curriculum that feeds in to the Secondary curriculum and leads to the meeting of the school vision with clear INTENT
* To ensure that the curriculum is well planned, sequenced and progressive with regular reviews
* To ensure that all staff have access to regular advice and have a training and development plan in place appropriate to the needs of the school and to their stage of development to ensure the curriculum is well IMPLEMENTED.
* To contribute to the teaching programme of the school and to encourage the development of outstanding teaching practice and consistent approaches to the IMPLEMENTATION of the curriculum.
* To contribute to and ensure monitoring of classroom practice and the appraisal of the overall quality of teaching in the school at regular intervals to ensure clear IMPACT.
* To ensure that Assessment at all levels directly impacts learning and is used to inform planning.

**BEHAVIOUR AND PERSONAL DEVELOPMENT:**

* To ensure that all school Behaviour procedures are routinely followed and consistently implemented by all.
* To ensure that the personal development of pupils, their progression and transition are well managed.
* To provide extracurricular opportunities to develop all aspects of pupils and to ensure that there is a wide breadth of opportunity.

**SCHOOL ENVIRONMENT:**

* To ensure the maintenance of a high standard of care in the school environment, including the grounds, buildings, furniture, equipment and learning materials.
* To ensure that health and safety, the wellbeing of staff and children and safeguarding, emergency and contingency planning are carried out to the highest standards.

**PARENTS AND STAKEHOLDERS:**

* To encourage and develop positive co-operation between the school, home, and the wider community.
* To ensure that parents have timely access to appropriate information about the school and the curriculum.
* To maintain accessibility to parents, particularly at the end of the school day, where possible.
* To maintain effective relationships with the Diocese, the LA, the local community and other agencies.

This job description will be reviewed annually by negotiation between the Post Holder and his/her Performance Management Team Leader.

*January 2020*

***Updated February 2021***

***Amended March 2022***

***Updated July 2022***