



Wilmington Primary School - Head Teacher

Job Description

Salary Range: £69,963 - £82,824 per annum FTE

Grade: Leadership Scale 14 – 21

Working pattern: Part Time / Full time hours will be considered.

Responsible to: Chief Executive Officer

Main purpose:

The Head Teacher shall carry out the professional duties as described in the School Teachers Pay Conditions Document.

The Head Teacher is accountable to the Local Governing Body and the Chief Executive Officer of Endeavour MAT, ensuring the educational success of the school within the framework of the Trust's strategic plans. The Headteacher will provide professional leadership and management to the school.

Responsibilities

- The effective implementation and embedding of the agreed school vision, principles and policies within the school
- Creating a culture of constant improvement and being an inspirational leader
- Line management responsibilities for the Deputy Headteachers
- Ensuring that a high quality educational experience is available for all children
- Ensuring that teaching in all year groups is improving
- Ensuring that all children make good progress including where there are barriers to learning
- Keeping abreast with developments within the National Curriculum and other relevant curriculum
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development
- To ensure the effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Effective and consistent implementation of the Teachers' Appraisal Policy and other systems of quality assurance and professional development of Teachers
- To ensure compliance with the Data Protection Act (2018) and the Freedom of Information Act (2000)

Developing Others

- Developing an inclusive and supportive approach so that the academy is a place where all young people and the wider community feel welcome
- Ensure a high standard of professional development for all staff
- Work with the SLT and/or Trust to recruit and retain staff of the highest quality in line with Trust Policy and safer recruitment procedures
- Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal

Accountability

- Work with the Local Governing Body (LGB) to enable them to meet their responsibilities
- Ensure that individual staff accountabilities are clearly defined and understood
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers

Management of school and resources

- Work with the School Business Manager and Finance to monitor the budget for the school and the use of resources
- Work with the Head of Premises to manage and organise the school environment effectively to meet the Health and Safety regulations
- Ensure that the allocation and use of accommodation within the school provides a positive learning environment that promotes the highest achievement for all

Safeguarding

- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the Trust
- Ensure that all policies and procedures are adopted and fully implemented by all staff
- Act in the role of designated safeguarding lead and fulfil all associated duties as outlined in KCSIE
- Ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other interagency meetings and contributing the assessment of children
- Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children and such concerns are addressed sensitively and effectively in timely manner in accordance with agreed policies and procedures

Health and Safety

- Work in compliance with the Trust's Health and Safety Policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made
- Ensure compliance with procedures is observed at all times under the provision of safe systems of work through a safe and healthy environment

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Chief Executive Officer to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet all the essential criteria will be shortlisted.

Knowledge	<ul style="list-style-type: none"> • Working knowledge of common ICT applications, (e.g. Microsoft Outlook, Word and Excel, etc). • Good verbal and written communications skills, liaising with students, parents, staff, governors, external partner organisations. • A commitment to safeguarding children. • An understanding of KCSIE 	<p>Essential</p>
Qualifications & Experience	<ul style="list-style-type: none"> • Graduate with Qualified Teacher Status • NPQH (or equivalent) achieved or underway • Significant Senior Leadership experience in a primary school • Experience of developing a curriculum • Ability to use a range of evidence including performance data to support, monitor, evaluate and improve aspects of school life, including challenging poor performance • Experience of monitoring and improving the quality of teaching and learning • Experience of supporting staff to optimise attainment and progress of pupils • Experience of the successful development of an inclusive culture, meeting the needs of pupils whilst raising outcomes and standards of behaviour 	<p>Essential</p>
Skills & Abilities	<ul style="list-style-type: none"> • Data analysis skills and the ability to use data for strategic decision making and target setting. • Well organised with excellent attention to detail • Able to prioritise own workload to achieve deadlines • Ability to build a good rapport and strong relationships to communicate effectively with school staff; students; parents; carers and governors. • Understanding of high-quality teaching based on evidence, and the ability to model this for others and coach others to improve. • Resilience - the ability to calmly and constructively overcome challenges • Experience of, or empathy with, working in a multicultural environment. • Commitment to Safeguarding, and the well-being and safety of students. • Willingness to participate in further training and developmental opportunities to further knowledge. 	<p>Essential</p>

As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

All offers of employment are subject to an Enhanced DBS check.