

## ACCOUNTABILITIES AND TASKS

### Shaping the Future

(Strategic Direction and School Development)

#### Knowledge

*Knows about:*

- The Statutory Frameworks
- The Ofsted Framework and process
- The local and national agenda, trends and initiatives
- Ways to build, communicate and implement a shared vision
- Strategic Planning process
- New technologies, their use and impact
- Leading change, creativity and innovation
- Strategies for communication
- Whole school evaluation
- Safeguarding

#### Professional Qualities

*Is committed to:*

- A collaborative school vision of excellence and equality that sets high standards for every pupil
- The setting and achieving of ambitions, challenging targets for all learners
- Inclusion and the ability and right of all to be the best they can be
- Maintaining pupil voice within the school and school improvement
- The use of appropriate technologies

*Is able to:*

- Think strategically and communicate a vision in a range of compelling ways
- Inspire, challenge, motivate and empower others
- Model the values and vision of the school

#### Actions

- Work with the Headteacher to contribute to a strategic vision for the school in its community and ensure the vision is clearly articulated, shared, understood and acted upon effectively by all, taking responsibility for specific aspects as required.
- Work with the Headteacher to analyse and plan for the schools future needs and further development within the local and national context.
- Demonstrate the vision in everyday work and practice
- Motivate and work with others to create a shared culture and positive climate.
- Effectively lead a team to change practices, innovate and raise standards.
- Ensure that a high standard of physical and emotional care for all pupils is maintained and that Safeguarding is paramount.

## Leading Teaching and Learning

### Knowledge

*Knows about:*

- Strategies for raising achievement
- Models of learning and teaching
- The use of new and emerging technologies to support learning and teaching
- Strategies for ensuring inclusion
- The EYFS and KS1 curriculum (in depth)
- Tools for data collection, monitoring and analysis
- Using research evidence to inform teaching and learning
- Monitoring and evaluating performance
- School self-evaluation
- Strategies for developing effective teachers and supporting underperforming teachers
- The role of the Subject Co-ordinator and SENCO
- Mentoring and Coaching
- High quality teaching and learning environment

### Professional Qualities

*Is committed to:*

- The raising of standards for all in the pursuit of excellence
- The continuing learning of all members of the school community
- The entitlement of all pupils to effective teaching and learning
- Flexibility in learning to meet the personalised learning needs of every child

*Is able to:*

- Access, analyse and interpret information
- Present ways forward as a result of the above
- Acknowledge excellence and consider ways to disseminate and promote for school improvement
- Challenge poor performance
- Initiate and support research and debate about effective learning and teaching and develop relevant strategies for performance improvement
- Deliver outstanding teaching and learning
- Coach and mentor colleagues to improve performance
- Relate well to children
- Acknowledge the responsibilities and celebrate achievements of individuals and teams.

### Actions

- Present to the Headteacher, and others as required, the analysis and interpretation of data and information
- Provide possible ways forward to address the findings of the above
- Give outstanding 'model' lessons to both teachers and support staff in order to raise the quality of teaching and learning across the school, demonstrating and articulating high expectations
- Challenge underperformance at all levels and ensure effective corrective action and follow up
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Present to the Headteacher outcomes of monitoring of teaching and learning and impact of support
- Ensure a consistent and continuous school wide focus on pupils achievement, using data and benchmarks to monitor progress in every child's learning
- Keep up to date with philosophy, teaching methods and resources available for high quality teaching so as to enhance personal expertise and curriculum delivery, reporting and disseminating to staff
- Teach groups of pupils, in order to raise achievement, and classes of pupils as deemed appropriate by the Headteacher

## Managing the Organisation

### Knowledge

*Knows about:*

- The use of new technologies to enhance organisational effectiveness
- Performance Management
- Policy development and review
- Informed decision making
- Self-evaluation
- Project management for planning and implementing of change

### Professional Qualities

*Is committed to:*

- Distributed leadership and management
- The open, fair and equitable management of staff and resources
- The sustaining of personal motivation and that of all staff
- Collaborating with others in order to strengthen the schools' organisational capacity
- The developmental of all staff and self
- The sustaining of a safe, secure and healthy school environment

*Is able to:*

- Sustain appropriate systems, procedures and policies
- Manage people and the school effectively and efficiently on a day to day basis
- Delegate management tasks and monitor their implementation
- Prioritise, plan and organise oneself and others meeting deadlines as required
- Think creatively to anticipate and solve problems
- Deal sensitively with others to resolve conflict
- Present information in a clear and concise way in a range of formats (verbal and written form)
- Lead by example
- Adhere to the Operational Excellence (attached)

### Actions

- Use and implement all school policies, procedures, management systems and structures
- Work with colleagues in developing and reviewing the above
- Establish and maintain appropriate and regular communication with the Headteacher, Senior Management Team and Governors. This will involve attendance at a weekly leadership meeting, Senior Management meeting and any other meetings deemed reasonable as directed by the Headteacher
- Form part of the Governing Body in an advisory capacity attending all meetings as required
- Lead manage and work collaboratively with all Senior Managers and teachers
- Develop effective working relationships with both teaching and support staff
- Lead agenda items or meetings as required
- Prepare agendas and minutes and ensure distribution of Leadership and Senior Management meetings as required, ensuring confidentiality as appropriate
- Promote positive relationships internally and externally between the Headteacher and Senior Management Team to ensure a united team
- Support LA and DfE initiatives as required
- Carry out necessary administration directed by the Headteacher
- Implement successful performance management according to school policy
- Be involved in the recruitment of staff as appropriate

## **Working with Stakeholders**

### **Knowledge**

*Knows about:*

- Current issues and future trends that impact on the school community
- The resources available within the local community - both human physical
- The wider curriculum beyond the school and the opportunities it provides for the pupils
- School partnerships with individuals, local schools, colleges and businesses
- The work of other agencies and opportunities for collaboration
- Strategies which encourage parents / carers to support their children's learning

### **Professional Qualities**

*Is committed to:*

- Effective working relationships with Stakeholders
- Work with other agencies for the well-being of all pupils and their families
- Involvement with parents and the community
- Collaboration and networking with other schools to improve outcome

*Is able to:*

- Collaborate and network with local schools and colleges to build effective learning communities
- Develop effective relationships with parents and other stakeholders
- Foster an open fair, equitable culture and manage conflict
- Listen to, reflect and act on community feedback

### **Actions**

- Build excellent relationships with parents gaining their trust and respect to support and improve pupils achievement
- Promote parental interest in their child's personal development and well-being
- Be highly visible and approachable to parents on a daily basis
- Ensure the effective management of curriculum events for parents
- Deal with parental issues swiftly, following policy and procedures ensuring records of actions are made and the Headteacher kept up to date
- Seek opportunities to invite parents, community figures , businesses or other organisations into the school to enhance and enrich the school and its value to the wide community
- Liaise with teacher training organisations, managing the induction and mentoring of students and ensuring all administrative aspects are adhered to
- Liaise with schools and colleges organising the induction and management of work experience students
- Work with the Headteacher or other allocated staff on major school events, being prepared to lead and manage some e.g. Open Afternoons, Fun Days, Christmas Fayre
- Co-ordinate Extended Schools Provision

