

Post: Headteacher, Jubilee Primary School, Gatland Lane, Maidstone.

Accountability

The Headteacher is accountable to the Board of Trustees of Jubilee Primary School (the “Board”) and through the Chair of Trustees.

Strategic purpose

- The Headteacher is responsible to the Board for the overall leadership and management of the school, leading colleagues in the development of strategy, policy and development plans in consultation with the Board. In particular he/she shall advise on and implement rigorous academic and pastoral policies to ensure that students receive the highest standard of education and life skills development, and that demanding and measurable targets and objectives are set for staff.
- To provide outstanding leadership for Jubilee Primary School which will ensure its success and sustainability;
- To ensure that every child receives a high-quality education and achieves academic and social success;
- To embed the school in the local community and work towards engaging the community fully in all aspects of the school;
- To manage school resources efficiently and effectively and to ensure value for money; and to pursue additional income generation.

Vision and strategic direction of the school:

- Delivery and commissioning of a new extension to the building incorporating a full-size hall, commercial kitchen, additional classrooms and other ancillary facilities;
- Progress towards increasing our PAN from 30 to 60;
- Building a staff establishment to meet increasing roll numbers and for becoming a 2FE school;
- Maintaining the development of a broader and deeper curriculum;
- Ensuring that levels of performance of pupils and overall performance continue to be outstanding which will preclude the need for re-inspection by Ofsted;
- Further development of our distinctives of sport and the performing arts;

- Aiming to be over-subscribed in applications for admission each year with mainly first preferences;
- Developing a practical and smooth transition for our Year 6 pupils into secondary education;
- Transforming from a single academy trust into a multi academy trust (MAT);
- Applying to the DfE to open new free schools: to pursue the Wave 13 application submitted for a new school in Ashford, Kent;
- Applying to operate presumption schools proposed by Kent County Council;
- Providing specialist school improvement advice to other schools under contract to Kent County Council
- Agreeing to sponsor schools in difficulty as invited by the DfE Regional Schools Commissioner;

Key areas of responsibility

(a) Management and leadership

- To provide strategic leadership that secures the school vision, engendering high standards of behaviour and achievement and good social development for all children.
- To develop the school, staff and pupils to their full potential, through forward thinking, inspiration, initiative, motivation and delegation.
- To ensure that every child is stretched and challenged to make academic progress and that appropriate and challenging targets are set and met.
- To comply with policies and other statutory requirements and maintain a regular re-evaluation cycle.
- To identify, manage and coordinate any major tasks within the school.
- To be familiar with current good practice in all areas of the curriculum, assessment, monitoring and evaluation throughout the school.
- To be responsible for preparing and updating the School Development Plan in consultation with the Board, staff, parents and pupils, where appropriate, and to ensure it is an active document that is clearly defined and communicated.

- To ensure the implementation of all school policies, protocols and procedures, and that all such policies are reviewed annually in conjunction with the Board and continue to relate to the effective operation of the school.
- To manage the school's role and responsibilities under the school improvement advice agreement with Kent County Council entered into to enable the school to provide, for a fee, professional school improvement advice to other schools in difficulty.

(b) Finance

- The Headteacher is the Accounting Officer for the school.
- To control, allocate and monitor all school financial and material resources.
- To ensure that the budget is allocated to meet the needs of the school and to fulfil the requirements of the School Development Plan, and to meet individual training needs and development targets for staff.
- To manage effectively the resources of the school, including time, finance, people, equipment, facilities and site.
- To recognise financial opportunities to the school's advantage and to pursue additional income generation.
- To ensure that all accounts, budgets, finances, monitoring, auditing, etc, is carried out in accordance with the appropriate modules and guidelines (for instance, the Academies Financial Handbook) as laid down by the Department for Education and to be accountable to the Board on all financial matters.

(c) Staffing

- To oversee the selection and appointment of all staff.
- To lead the Senior Leadership Team and to ensure its effectiveness.
- To ensure the implementation of appropriate policies on performance management and staff development.
- To promote and support the continuing development of all staff.
- To serve as the first point of contact in connection with staff pay, discipline and grievance procedures.
- To monitor and support the work of NQTs and Expert Teachers.

(d) Pupils

- To ensure that child protection and the safeguarding of pupils are given high priority at all times.
- To enable all pupils happily to achieve the school's aims within the school environment
- To have overall responsibility for ensuring that the children are engaged in relevant, appropriate and balanced educational activities of high quality.
- To ensure that all pupils enjoy an inclusive education in line with the requirements of the National Curriculum.
- To ensure that pupils' individual needs are met and their achievement is commensurate with their ability.
- To monitor the assessment and recording of children's progress.
- To recognise the importance of social, moral, spiritual and physical development as well as academic achievement.

(e) Parents and the community

- Actively to promote purposeful, open and honest approaches towards parents and carers, and the local community.
- To ensure that regular information about the progress of children is given to parents and carers.
- To promote the school, upholding its reputation and attractiveness to existing and prospective parents.

(f) Trustees

- To foster an effective working relationship with Trustees assisting them in the discharge of their duties.
- To report to the Board on all relevant matters affecting the conduct, performance and standards of the school, pupils and staff.
- To keep Trustees fully informed of school events and issues.
- As required by the Board, to attend all meetings of the Board and any committees of the Board as directed.
- To report periodically to the Members of the Trust.

The Ethos of the School

Our Christian faith ethos is foundational to the nature and activities of our Trust, with Christian values and principles underpinning and informing all aspects of the Trust and its delivery of education. While committed to moral values and respect in common with others, we do hold the wider community and family to be the proper context for the holistic education and development of all the children in our care, so children are fully 'Equipped for Life'. The Trust seeks to serve both children and their communities as it delivers its core educational mission.

While excellence in academic achievement is a given, our key values focus on the holistic development of each child, giving priority to character development and the quality of all their relationships. We encapsulate this in the statement, 'our nature is to nurture', which expresses the vocational model of service of the Trust's staff and its associates. Our faith ethos offers a rich model of inspiring and self-giving leadership, which we hope to instil in our children as we partner with parents and the wider community. This ethos enables voluntary choice and is inclusive of all, so we do not select our intake, whether by faith or aptitude. Through praise, the appreciation of others and the celebration of diversity we expect to maintain outstanding educational outcomes and enhance the communities we work with, leaving a continuous legacy of active citizenship.

Our holistic vision of education raises standards for all its pupils by nurturing their physical, social and educational needs, within a caring community that promotes, shares and develops key Christian values such as respect, integrity, compassion, honesty, service, forgiveness, putting others first, giving your best and perseverance. School staff not only encourage these values but also model them, acknowledging that pupils are more likely to emulate the behaviour that they see being modelled.

The leadership of Jubilee Primary School requires that the Headteacher, staff and Trustees are able to support its ethos. With respect to the employment of the Headteacher, it is expected that the successful candidate, in order to lead the school with a clear Christian ethos, will be able to demonstrate their ability to do so and their sympathy with it. They must have a genuine desire to do so in a way that is thoughtful, creative and sensitive.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).

In particular, attention is drawn to the requirements entitling headteachers to a reasonable amount of time during school sessions, having regard to his/her teaching responsibilities, for the purpose of discharging his/her leadership and management responsibilities.

To uphold the school's policy in respect of child protection and safeguarding matters.

HEADTEACHER JOB DESCRIPTION

The Headteacher is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

They shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff members are required to participate in the school's appraisal scheme.