



# Head Teacher Wainscott Primary School **First** for Primary Education

The Primary **First** Trust  
The White House  
Clifton Marine Parade  
Gravesend DA11 0DY

Tel: 01474 565903  
[office@theprimaryfirsttrust.co.uk](mailto:office@theprimaryfirsttrust.co.uk)  
[www.theprimaryfirsttrust.co.uk](http://www.theprimaryfirsttrust.co.uk)

The Primary First Trust Limited is a Company Limited by Guarantee, registered in England and Wales number 08738750, and an Exempt Charity.



# The Primary First Trust

## Key Relationships

The post holder will be accountable and responsible to the Chief Executive Officer and Education Director and will have contact with Head Teachers, Senior Leadership Teams, Managers and staff within all schools. They will liaise with external organisations, stakeholders, legislative bodies and others.

## About the Role

Interviews on: 19th March 2020

Job start: September 2020

Salary: Medway L18—L22

Location: Medway with some travel

Contract type: Full Time

Contract term: Permanent

## JOB DESCRIPTION

### Job purpose including main duties and responsibilities: -

In addition to the Conditions of Employment for Head Teachers laid down in the School Teachers' Pay and Conditions Document, and National standards of excellence for headteachers to provide strategic leadership and hold overall accountability for direction, standards achieved and quality in order to:

- With governors, provide the leadership and management which enables the School to give every pupil high quality education and which promotes the highest possible standards of achievement.
- Build leadership capacity in the Leadership Team through skilled governance.
- To work within the processes of The Primary First Trust and respond to requirements associated with the School's membership of The Primary First Trust.
- To meet the post appropriate National standards as published by the DFE.

### **Key Accountabilities:**

#### ***Creating the Future of School***

- Working with all stakeholders and the Trust to create the strategic vision for the School.
- Motivate others to create a shared learning culture and positive climate through the distribution of leadership through teams and individuals.
- Translate the vision into agreed objectives and operational plans.
- Work alongside other Primary First Trust Schools to provide support and improvement in the quality of provision for all children.

#### ***Leading Teaching and Learning / Working with Other Leaders to:***

- Ensure a continuous and consistent School-wide focus on pupils' achievement, using data, assessment information and benchmarks to monitor progress.
- Establish creative, responsive and effective approaches to the curriculum, learning and teaching and CPD for improvement.
- Set high expectations and ambitious stretching targets for the school community.
- Monitor, evaluate and review school practice, promote improvement strategies and systematic monitoring.



- Monitor and evaluate National and Local Strategies and comment on their appropriateness for the School, leading the implementation of them.
- Tackle under-performance at all levels.
- To maintain and promote high standards of behaviour and consistent disciplinary procedures.
- Ensure the smooth and organised day-to-day running of the school.
- Embed clear vision and values that permeate school life.

### ***Quality and Knowledge***

- Ensure the development of and maintaining of effective strategies and procedures for all staff induction, professional development and performance review.
- Promote and maintain a culture of high expectations and standards for self and others.
- Be a leadership role model for excellence.
- Ensure effective planning, allocation, support and evaluation of work of teams and individuals.
- Regularly review own practice set personal targets and take responsibilities for own development.
- Meet with parents and carers, as appropriate.
- Ensure the positive promotion and reputation of the School and the Primary First Trust.
- Liaise with all outside agencies, as appropriate, to support pupils and staff including attending Case Conferences and core groups etc., when working with Social Care.
- To ensure the School meets its statutory obligations in relation to safeguarding, Child Protection and LAC procedures.
- To fulfil the role of the Designated Teacher.

### ***Self-Improving School System***

- Ensure the on-going development of an organisational structure which reflects the School's values and enables effective and efficient operations.
- Ensure evidence-based improvement plans and policies promote continuous school improvement.
- Effectively strategically manage the School's human and physical resources.

## TO APPLY

Complete the application form provided and return by email to:

[hr@theprimaryfirsttrust.co.uk](mailto:hr@theprimaryfirsttrust.co.uk)

By midday on 12th March 2020

For an informal discussion with the CEO regarding the position please contact [hr@theprimaryfirsttrust.co.uk](mailto:hr@theprimaryfirsttrust.co.uk)

For further information about the Trust please see the website:

[www.theprimaryfirsttrust.co.uk](http://www.theprimaryfirsttrust.co.uk)



- Create and promote sensitive strategies for challenging racial and other prejudice.
- Ensure a range of community-based learning experiences.
- Collaborate with other agencies to ensure pupil and community needs are met.
- Use the School to promote community cohesion and the School Framework to promote extended services and work with other partners.
- Be responsible and accountable for all health and safety regulations, procedures and policies. Ensure these are regularly reviewed in accordance with statutory requirements.
- Work directly with the Governing Body to review and quality assure their processes in order that the school leadership performs to a good and outstanding level.
- Recruit, retain and deploy staff appropriately.

### ***Financial Propriety***

- Promote the highest standard of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the schools learning objectives.
- Submit the proposed budget to the Governors for Trust approval and lead the overall financial planning process.
- Work with the Trust to use the agreed budget to actively monitor and control performances to achieve value for money.
- Identify and inform the Governors of the causes of significant variance and take prompt corrective action.
- Work with the Finance Lead to propose revisions to the budget if necessary, in response to significant or unforeseen developments.

### ***Securing Accountability***

- Develop a School ethos which enables everyone to work collaboratively.
- Ensure individual staff accountabilities are clearly defined, understood and agreed.
- Work with the governing body to enable it to meet its statutory responsibilities; Ensure every individual child has access to high quality teaching and learning.

***The Primary First Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

# Head Teacher

## PERSON SPECIFICATION

APPOINTMENT CRITERIA	Assessed from
<u>Leadership and Management</u> <ul style="list-style-type: none"><li>To be able to inspire the school community to achieve the very best provision and outcomes for all pupils.</li><li>To have the ability to develop and maintain a clear and coherent vision for the school and to lead and motivate others to plan for and deliver it.</li><li>To be able to ensure rigorous and extensive monitoring, searching analysis and self-challenge that results in exceptionally well-focussed and successful school improvement across the school</li><li>Proven ability to motivate staff across all experience levels and develop high performing teams, delegating appropriately.</li><li>Excellent change management skills, with drive, energy, perseverance and sensitivity to identify, anticipate and deliver required change successfully and to maintain continuous improvement.</li><li>Experienced in the development and robust application of performance management, staff professional development and learning improvement programmes.</li><li>Comprehensive understanding of financial management and planning with a proven ability to optimise the use of resources to support learning successfully.</li><li>Ability to monitor and evaluate the quality of teaching and learning in order to raise standards and maximise pupil progress.</li><li>Successful implementation and monitoring of measures that promote and ensure the safeguarding of children.</li></ul>	<div>1,2</div> <div>1,2</div> <div>1,2</div> <div>1,2</div> <div>1,2</div> <div>1,2</div> <div>1,2</div> <div>1,2</div> <div>1,2</div> <div>1,2</div>
<u>Professional Expertise</u> <ul style="list-style-type: none"><li>Significant experience as a leader of education with a sustained record of school improvement.</li><li>Experience of the effective management of resources, including finance, HR and health and safety.</li><li>Experience of developing partnership and learning between schools.</li><li>To have a thorough knowledge and understanding of and commitment to meeting the needs of children aged from 3 to 11 years.</li><li>Good understanding of recent curricular and educational developments, including strategies for improvement in pupil attainment across the curriculum.</li><li>Ability to analyse statistical data to inform planning and development of strategies for raising pupil achievement and further accelerating pupil progress.</li><li>Evidence of effective appointment and personnel management.</li></ul>	<div>1,2</div> <div>1,2 1,2</div> <div>1,2</div> <div>1,2,3</div> <div>1,2</div> <div>1,2</div>



# Head Teacher

## PERSON SPECIFICATION

APPOINTMENT CRITERIA	Assessed from
<ul style="list-style-type: none"> <li>To work with integrity and enthusiasm, treating people fairly and with dignity and respect.</li> <li>Experience of working effectively with Governors, other agencies, parents and the community.</li> </ul> <p><u>Communication</u></p> <ul style="list-style-type: none"> <li>To be an effective communicator in order to meet the needs of different situations and audiences across the school and wider community.</li> </ul>	1,2
<p><u>Strategic Perspective</u></p> <ul style="list-style-type: none"> <li>Commitment to and understanding of the pursuit of excellence and how to move forwards, continually raising standards for all children across the School.</li> <li>Through strategic leadership, to maintain and develop further, a culture in which all children are excited, engaged and motivated by learning.</li> <li>Experience and understanding of school improvement and the ability to develop and implement this with the effective involvement of all key stakeholders, including Governors.</li> <li>Demonstrate commitment to maintaining the ethos and values of both schools and to ensuring the highest quality of behaviour for all.</li> <li>Demonstrate a commitment to diversity and inclusion.</li> <li>A commitment to the principles of Keeping Children Safe in Education including safeguarding and promoting children's welfare.</li> <li>To be able to further develop the school as a hub of the local community and establish links with the local children's centre.</li> <li>Embrace the use of ICT to support strategic school management and curriculum development.</li> </ul>	1,2  1,2  1,2  1,2  1,2  1,2
<p><u>Experience and training</u></p> <ul style="list-style-type: none"> <li>An existing Head Teacher or first-time Head Teacher.</li> <li>Previous successful experience as a Head Teacher/Principal or Deputy Head Teacher or Head of School or Vice Principal or Assistant Head Teacher.</li> <li>Evidence of successful implementation of strategies for raising achievement and promotion of spiritual, moral, social and cultural development and pupil well-being.</li> <li>Evidence of personal professional development activities over the last two years relevant to Headship.</li> </ul>	3  1,2  1,2  3

# Head Teacher

## PERSON SPECIFICATION

APPOINTMENT CRITERIA			Assessed from
<u>Personal Qualities (Emotional Intelligence)</u>			
Self-awareness			
<ul style="list-style-type: none"><li>Emotional self-awareness</li><li>Accurate self-assessment</li><li>Self-confidence</li></ul>			1,2
Self-management			
<ul style="list-style-type: none"><li>Emotional self-control</li><li>Transparency</li><li>Adaptability</li><li>Achievement orientation</li><li>Initiative</li><li>Optimism Social awareness</li></ul>			1,2
<ul style="list-style-type: none"><li>Empathy</li><li>Organisational awareness</li><li>Service orientation</li></ul>			1,2
Relationship management			
<ul style="list-style-type: none"><li>Developing others</li><li>Inspirational leadership</li><li>Change catalyst</li><li>Influence</li><li>Conflict management</li><li>Teamwork and collaboration</li></ul>			1,2
<ul style="list-style-type: none"><li>Approachable</li></ul>			1,2
<ul style="list-style-type: none"><li>Excellent communicator</li></ul>			1,2
<ul style="list-style-type: none"><li>Confident and competent</li></ul>			1,2
<ul style="list-style-type: none"><li>Motivator and innovator</li></ul>			1,2
<ul style="list-style-type: none"><li>Personal commitment to quality and excellence</li></ul>			1,2
<ul style="list-style-type: none"><li>Able to work effectively and cooperatively between schools and with all stakeholders</li></ul>			1,2
<ul style="list-style-type: none"><li>Able to negotiate effectively to further the Federation’s objective</li></ul>			1,2
<ul style="list-style-type: none"><li>Committed to equal opportunities</li></ul>			1,2
KEY:	1	=	assess from written application
	2	=	assess from interviews/tests
	3	=	assess from documentary evidence

# The Primary First Trust

The White House  
Clifton Marine Parade Gravesend  
DA11 0DY

Tel: 01474 565903 [www.theprimaryfirsttrust.co.uk](http://www.theprimaryfirsttrust.co.uk)  
[office@theprimaryfirsttrust.co.uk](mailto:office@theprimaryfirsttrust.co.uk)



