



Wilmington Grammar School for Boys
Common Lane, Wilmington,
Kent. DA2 2DA

Job Description - Head Teacher

Salary: L27 to L31 pending review (including London Fringe allowance)

Reports to: Chief Executive Officer and Chair of Local Governing Board

Start Date: September 2021

Main Purpose:

To provide exceptional leadership of the school ensuring high quality learning and education experiences for all students, whilst making it a great place to work for staff, and maintaining the school as a positive beacon within the local community.

Key Accountabilities:

The Head Teacher will be responsible for the day to day operational running of the school and for ensuring that the strategic vision, as set out at Trust level, is implemented. Working closely with a Local Governing Body the Head Teacher will ensure the school remains the number one destination for local students who have passed the 11+ Kent selection test and will report through the CEO to the over-arching Trust Board, which is responsible for the success and wellbeing of all schools within the Trust and for the strategic direction of the collaboration.

This job description reflects and references the DfE Headteacher Standards 2020.

Shaping the Future (Strategic Leadership):

- Leading by example, provide dynamic, consistent and motivational leadership to ensure the successful delivery of the vision, ethos, aims and objectives for Wilmington Grammar School for Boys;
- Ensure strategic plans establish consistently high targets to ensure that all students achieve high standards and make appropriate progress at all stages;
- Critically evaluate the school's performance and ensure that actions are in place to achieve targets, including those for vulnerable groups;
- Gain commitment to the ethos of continuous improvement, creating an environment of high expectations, creativity and aspiration among all stakeholders;
- Maintain oversight of the use of resources in order to secure value for money and contribute to the setting of priorities for financial expenditure within the Trust;
- Establish collaborative and open relationships with all stakeholders including the Local Governing Body;
- Ensure regular, open communication with the CEO to enable the Trust as a whole to carry out its responsibilities;
- Ensure the curriculum is appropriate for the needs of employers as well as meeting Government performance metrics;
- Develop strong and mutually supportive working relationships with industry sponsors.

Leading Teaching and Learning:

- Ensure the school engages every learner through Quality First teaching and high-quality opportunities and activities;
- Secure and sustain high-quality teaching by implementing the Trust's strategies for monitoring and supporting teaching, using benchmarks and targets for rapid improvement;
- Support the agreement of a curriculum policy that meets the statutory requirements and best interests of the students, including collaborative working with other schools in the Trust as appropriate;

- Use robust and effective data analysis, as agreed by the Trust, to set challenging targets, which are monitored regularly and acted upon routinely and consistently;
- Promote excellence in spiritual, moral, social and cultural education and secure inclusive and supportive pastoral and learning environments;
- Apply the agreed approaches to behaviour, which are based on best practice and are consistent and fair across the Trust's schools.

Leading the Organisation:

- Working with the CEO, ensure that the school is appropriately staffed with suitably qualified staff who embrace the values and standards we hold dear;
- Ensure that the Trust's system of performance management with joined up target-setting in place and that this leads to high quality, cost-effective staff training and development;
- Ensure that under-performance is recognised quickly and that strategies for improvement are implemented within the Trust's Appraisal and Capability policies and procedures;
- Implement robust school self-evaluation and quality assurance procedures and ensure that these are regularly reported to the CEO and Local Governing Body;
- Working with others, look for opportunities to improve the physical and financial resources of the school and help to develop fair systems for the apportionment of additional funding within the school;
- Working with others, seek opportunities to make beneficial savings, which can benefit the Trust's family of schools as a whole.

Managing the Organisation:

- Ensure that the school implements the common policies and expectations of the Trust and secure agreement for any school-specific variations that are deemed necessary;
- Maintain the ICT systems that support easy comparative data collection and procedures and co-operate with the Trust's requirements for reporting procedures;
- With the CEO, ensure an effective and accountable management structure within the school, which is solely focused on achieving excellence;
- Take steps to ensure that the Trust does not impose unreasonable, additional demands on staff or system workloads and discuss problems at an early stage with the CEO;
- Maintain regular and effective communications with stakeholders and develop a culture of 'family' within the school and within the Trust as a whole;
- Ensure regular monitoring of the delegated budget and use of resources to ensure that the school is meeting its objectives and securing value for money.

Securing Accountability:

- Develop a culture of personal responsibility by staff and students that recognises and rewards excellence;
- With support from the Trust, motivate and enable staff to carry out their responsibilities to the highest possible standard through high quality continuing professional development, sharing of best practice, mentoring and coaching programmes;
- Support the development of lean but robust reporting systems that capture progress against targets and strategic plans and which provide a mechanism for keeping stakeholders aware of the state of performance at regular intervals;
- Work closely with senior and middle leaders to develop best assessment, marking and reporting procedures that underpin improved performance and raised expectations, within the Trust's systems;
- Develop strong relationships between parents, staff and Local Governing Body and take account of feedback and viewpoints to ensure that the provision is well-suited to, and understood by, the communities we serve;
- Work with the CEO and Local Governing Body to achieve professional and effective meetings, taking account of the NGA guidance on effective governance, and ensuring that business is reported succinctly to the Trust Board on a regular cycle;
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties;

Working in Partnership:

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community;
- commit the school to work successfully with other schools and organisations in a climate of mutual challenge and support;
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all students;

Safeguarding:

- Responsibility for promoting and safeguarding the welfare of all children for whom she/he is responsible, or with whom she/he comes into contact, in accordance with the School Safeguarding policy;

Equal Opportunities:

- Responsibility for ensuring compliance with the Equalities Act 2010;

Health and Safety:

- Responsibility for ensuring compliance with the School's Health and Safety policies under the Health and Safety at work Act (1974);
- Ensuring the safety of all parties, including members of the public, in premises or sites controlled by the school by ensuring compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instructions and supervision as necessary to accomplish those goals;

This job description may not necessarily be a comprehensive definition of the post. It will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

	Criteria	E = Essential D = Desirable
Qualifications	A good honours degree with PGCE and qualified teacher status	E
	NPQH	D
	Evidence of recent and relevant CPD	E
	Masters or PhD degree	D
Knowledge Areas	Governance structure and operation	E
	Safeguarding requirements and systems	E
	School performance measures and tracking systems	E
	School pastoral and SEN support systems	E
	Staff appraisal systems	E
	Curriculum requirements (statutory) and planning	E
	Current learning and teaching quality performance measures	E
	Knowledge of whole school budget management and financial systems	D
	Timetable and Curriculum Planning	D
	Academy Trust structure and operation	D
	National developments and priorities in education	E
Professional Experience	Significant senior leadership experience e.g. at Deputy Head/Vice Principal level	E
	Active membership of Governing Body and/or Governing Body Committees	D
	Proven record of initiating and implementing school developments (either individually or as part of a team)	E
	Full participation in whole school evaluation	E
	Proven record of raising student achievement (progress and attainment)	E
	Proven record of raising the quality of teaching	E
	Line management of substantial curriculum areas	E
	Management of student behaviour and ethos	E
	Line management of staff: driving staff development and addressing under performance	E
	Proven record of effective engagement with parents/carers	E
	Creation and development of successful partnerships with community groups	E
Personal Qualities	Ambition, drive and determination to develop the school	E
	Excellent leadership skills building and developing effective teams, delegating where appropriate, holding to account, and delivering on objectives	E
	Absolute commitment to delivering an outstanding education for all students	E
	Strong personal commitment to supporting the aims of the Trust	E
	Setting high-standards for staff and students through personal example	E
	Excellent communicator, capable of inspiring and engaging all stakeholder groups (students, parents/carers, staff, governors and other local groups)	E
	Flexibility and adaptability to deal with day to day issues whilst remaining focussed on longer term goals	E
	Be able to use reflection to learn from experiences	E
	Be able to use humour and empathy appropriately	E
	Genuine concern for others	E
	Maintain a positive, supportive approach even when under pressure	E
Uphold the Nolan Principles; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.	E	