

Job Description

To provide professional leadership for the school which secures its success and improvement, ensuring high quality education and personal development for all children and improved standards of learning and achievement.

Scope and Context

The Headteacher is responsible to the Governing Body of Wroxall Primary School and where appropriate the Isle of Wight Council for the strategic direction and operational leadership of the school, whilst maintaining overall accountability for direction, standards, safeguarding and the quality of provision.

The professional duties of the Headteacher

The professional duties of the Headteacher are to be carried out in accordance with the terms and conditions of the current School Teachers' Pay and Conditions Document issued by the Department of Education.

Strategic direction and development of the school.

- Ensuring that safeguarding and protecting children is a core priority to the school's work within a culture of vigilance.
- Working with the Governing Body to provide vision, leadership, and a clear direction for the school.
- Formulating the overall aims and objectives of the school and policies for their implementation
- Producing, monitoring, and evaluating school improvement plans, underpinned by sound financial planning, which identifies priorities and targets for ensuring that children achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.
- Arranging for a member of the Senior Leadership Team or another suitable person to assume responsibility for the discharge of the Headteacher functions at any time when absent from school.
- Ensuring that the management, finance, organisation, and administration of the school support its vision and aims.
- Securing commitment of staff, children, parents, and the wider community to the vision, aims and direction of the school.

Teaching & Learning

- Promoting and securing outstanding teaching, effective learning, high standards of achievement, good behaviour, and discipline within a safeguarding culture.
- Monitoring & evaluating the quality of teaching and standards of learning and achievement of all children, including higher attaining children and those with special educational needs and disabilities, to set and meet challenging, realistic targets for improvement.
- Determining, organising, implementing, and monitoring the curriculum and its assessment in order to identify and act on areas for improvement.
- Creating and maintaining an effective partnership with parents and carers to support and improve children's' achievement and personal development.
- Sharing good practice with other schools in the catchment area.

Leading & Managing Staff

- Motivating and enabling all staff in the school to carry out their respective role to the highest standard, through high quality continuing professional development based on assessment of needs.
- Deploying and managing all teaching and non-teaching staff and allocating particular duties, including such duties of the Head Teacher as may be properly delegated, in a manner consistent with the conditions of employment.
- Implementing and sustaining effective systems for the management of staff performance, incorporating targets relating to children's achievement.
- With the Governing Body, participating in the selection and appointment of the teaching & non-teaching staff as appropriate to ensure that appointees have the potential to achieve the agreed aims of the school.
- Ensuring the implementation of all required safeguarding updates into school policies and procedures (at least annually) and ensure the Designated Safeguarding Leads complete the appropriate training.

Accountability

- Creating and developing an organisation in which staff recognise that they are accountable for the success of the school.
- Ensuring parents, carers and children are well informed about the curriculum, attainment, and progress, and about the contribution that they can make to achieving the school's targets for improvement.
- Presenting a coherent and accurate account of the school's performance in a form appropriate to a range of audiences.
- Providing information, advice, and support to the Governing Body to enable it to meet its responsibilities.

Effective deployment of staff & resources

- Deploying and developing all staff effectively to build on the quality of education provided. Ensuring all staff, volunteers and others that work with children are safe, by following appropriate procedures.
- Managing and organising the school site efficiently and effectively to ensure that it meets the needs of the curriculum and health & safety regulations.
- Ensuring (or leading) monitoring and reviewing the range, quality, quantity, and use of all available resources to build on the quality of education, improve children's achievements, ensure efficiency and secure value for money.
- Setting appropriate priorities for expenditure, allocating funds, and ensuring effective administration and control of the school budget.
- Working with Governors to recruit staff of the highest quality.

Policy framework & requirements

The Head Teacher shall carry out his/her professional duties in accordance with and subject to:

- The provisions of the current Education Act and any orders and regulations having effect there under.
- The Isle of Wight Council (IOWC) Instruments of Governance of the school.
- Isle of Wight Education Authority policies.
- Targets and standards as agreed with the IOW Learning & Leadership Partner.

The Head Teacher shall ensure that the school DfE and IOWC policies, practices and procedures are out diligently by staff and children and that those documents are timely reviewed to ensure that they remain current in accordance with the legislative and best practice requirements.

Person Specification

	Essential	Desirable
<i>Professional qualifications and experience</i>		
Is a qualified teacher	√	
Demonstrates evidence of further relevant professional development such as NPQH or other leadership of management training	√	
Has a proven record as a senior leader	√	
DSL trained		√
<i>Leading, Teaching & Learning</i>		
Can articulate a deep understanding about how children learn best	√	
Understands the principles underpinning high quality primary education and can explain how to translate these into practice	√	
Has an up-to-date knowledge of the National Curriculum and Religious Education requirements, and can construct, implement, monitor and support these effectively.	√	
Has significant understanding of planning and assessment, and how it can be used to accelerate pupil learning	√	
Has an awareness of current initiatives in education	√	
Evidence of delivery of equality and diversity improvements		√
Has an understanding of benefits of continuous provision		√
<i>Developing self and working with others</i>		
Has experience of successfully building, developing and managing teams	√	
Has experience of developing and maintaining a culture of high expectations, providing appropriate support and challenge for all staff	√	
Has experience of using a range of strategies to improve the effectiveness of staff	√	
Has a proven track record of leading by example	√	
Has the ability to establish and develop constructive relationships with all stakeholders	√	
Has successfully developed, implemented, monitored and evaluated school policies	√	
Has experience of leading performance management		√
Has the ability to take difficult decisions and convey outcomes clearly and sensitively	√	
Has the skills required to assist the Governing Body in fulfilling its statutory duties		√
Has an understanding of inclusion	√	

Managing the Organisation		
Has an understanding of whole school management issues based on previous experience	√	
Is able to plan and secure the best use of resources for (human, physical and financial) to enable the school to be successful	√	
Has a good working knowledge of whole school financial management and planning (D)		√
Can demonstrate the ability to forge successful working relationships with all stakeholders to secure the school vision	√	
Posses the leadership skills to inspire teams and lead by example to deliver safe and effective practice	√	
Shaping the future		
Is able to articulate a strong, clear vision for high quality primary education	√	
Can deliver strategies for leading and managing school improvement	√	
Has had first hand experience of developing a strategic plan and can demonstrate that the strategies employed impacted positively on pupil outcomes	√	
Has experience of successfully implementing whole school self evaluation	√	
Understands how to manage change effectively	√	
Demonstrates an ability to innovate and work with others to create a shared culture and positive ethos.	√	
Securing Accountability		
Has previous experience of challenge and support to achieve specific targets	√	
Has a good understanding of: <ul style="list-style-type: none"> • The role of the Local Authority and external bodies such as Ofsted • The need to be accountable to parents for the education of their child and can articulate strategies that would enable parents to be involved in the life of the school. • Available data sets and how they might be used to benchmark the schools' performance and as a tool for target setting. • Has experience of delegating responsibilities and holding leaders to account for school improvement priorities 	√ √ √	√

Strengthening the Community		
Has experience of developing the role of a school and its positive presence in the local community		√
Be able to draw upon the resources of the local community to enliven the curriculum and improve the quality of the education being provided	√	
Has knowledge of practical steps for creating strong working relationships with parents, guardians, and other interested parties in the local community	√	
Is able to create and maintain good relationships with other schools	√	
Willingness to listen, reflect and act upon feedback from the community	√	
Personal skills & attributes		
Ability to communicate effectively and concisely	√	
Is a good listener	√	
Is flexible and consistent with strength of character	√	
Capable of making reasoned judgements	√	
Is approachable	√	
Has integrity	√	
Has a presence that inspires confidence & trust	√	
Ability to motivate	√	
Ability and willingness to delegate appropriate responsibilities	√	
Confidence in others to take a leadership role	√	
Demonstrates a high level of commitment to the school	√	
Resilient in a challenging and ever-changing environment	√	