

JOB DESCRIPTION PERSON AND SPECIFICATION

HEADTEACHER

This is an exciting opportunity for an experienced professional to take over the leadership of our outstanding school. Tooting Primary is situated in the heart of Tooting and provides a secure, happy and aspirational learning environment for its local community.

THE SKILLS AND EXPERIENCE WE ARE LOOKING FOR

There are some core skills and experience that you will need to have in order to be a good fit for this post. Others are not essential, but could give you an advantage over other candidates.

QUALIFICATIONS

Essential Qualified Teacher Status
Evidence of formal professional development in Leadership and Management

A good honours degree (2:1 or above) and a relevant post-graduate qualification are desirable and if you are Ofsted qualified or willing to become so that would offer an additional advantage.

EXPERIENCE

You will need to have:

- Successful teaching and senior leadership experience
- A proven track record of leading school improvement and raising standards including systems of self evaluation and the use of data to support school improvement
- Experience of monitoring the performance of staff and pupils, and securing high standards of conduct/behaviour and attendance
- Experience of establishing effective approaches to teaching and learning, curriculum design and assessment
- Experience of working successfully with governors
- Experience of creating and implementing or developing a staffing structure to meet changing needs
- Experience of successful management of physical, financial and human resources
- Experience of working with pupils from a wide range of socio-economic and cultural backgrounds, underpinned by a good understanding of equal opportunities legislation and its application in a practical context.
- Good knowledge of safeguarding legislation and experience of applying it in school

LEADERSHIP SKILLS

You will need to have:

- Strategic vision and the ability to make big and sometimes courageous decisions. This will be supported by excellent people skills to forge a culture of support to see them through
- Confident leadership abilities, able to inspire, challenge and coach staff
- Strategic and operational skills to make effective use of resources in an increasingly challenging financial environment
- Collaboration skills, able to work effectively with external organisations and all stakeholders to ensure that everyone feels part of the school community, fostering community cohesion both within and outside the school.

We'd also like you to tell us about the contexts in which you've been able to demonstrate the following:

- Your ability motivate and inspire pupils, staff, parents, governors and the wider community.
- Your experience of Implementing a model of distributed leadership, delegating tasks and responsibilities and monitoring outcomes.
- How you work as an effective team leader and member.
- The experience you've had in research, and writing up reports for outside agencies, SLT, governing body.
- Your ability to anticipate and solve problems and identify and act on opportunities.
- Evidence of when/how you've had to analyse, interpret and act upon information and data.

COMMUNICATION SKILLS

You will need to be able to:

- communicate effectively, orally and in writing, to all audiences (pupils, staff, parents, governors, community leaders, local authority, DfE etc) including with those who may have limited English language skills.
- chair meetings effectively, to ensure that decisions taken are clearly articulated, implemented, monitored and reviewed.
- negotiate effectively with external agencies, service providers and others.
- make best use of available technologies to support effective communication.

OTHER ATTRIBUTES

Please also take the opportunity to show us how you have achieved challenging professional goals within given parameters and deadlines. We will also be looking for candidates who can demonstrate presence, integrity, drive, motivation, initiative and creativity.

WHAT THE JOB INVOLVES

The Head Teacher has overall responsibility for the organisation, management and conduct of the school, providing professional leadership and strategic direction to ensure the achievement of the highest possible standards in all areas of the schools work

The Head Teacher will develop the vision for the school to ensure that the range of targets identified in the SIP, the initial bid documentation and the funding agreement are fully realised.

The duties outlined in this job description below are in addition to those covered by the latest School Teachers' Pay and Conditions Document, which should be read in conjunction with this document. This job description is based on the National Standards for Head teachers

Broad area of work	Key Tasks
Strategic Direction and Development of the School	<p>To keep all planning documentation under continuous review and bring forward proposals to the Graveney Trust and TPS governing body for improvement/development</p> <p>To lead by example and provide inspiration and motivation to the whole school community building on the existing ethos and policy framework in order to promote high levels of progress and attainment within an inclusive, caring and safe environment</p> <ul style="list-style-type: none"> • Work in partnership with the whole staff and governors ensuring that the SIP and other planning documentation is regularly monitored, evaluated and reviewed to meet all statutory requirements • Ensure that strategic planning takes account of the diversity, values and aspirations of the families who use the school and the wider local community • Demonstrate an awareness of the political context, anticipate trends and embrace future opportunities with a positive mindset
Learning and Teaching	<p>To ensure that learning is at the heart of the school at all times and to take responsibility for raising the quality of teaching and learning across the whole school</p> <ul style="list-style-type: none"> • Inspire and coach every teacher to deliver quality first teaching for every pupil every time • Promote a culture of continuous improvement using comparative data and benchmarks to evaluate and improve performance based upon a sound process of effective planning and assessment for every child • Lead, develop and monitor the curriculum to ensure a creative, flexible and balanced approach for every child that stimulates enjoyment and enthusiasm for learning • Promote and encourage creativity and innovation in the use of new technologies to enhance teaching and learning • Develop and maintain a broad range of extra-curricular activities across the school • Maintain and further develop effective systems for communicating with pupils, parents, staff and governors to ensure that individual targets and progress are achieved
Develop Self and Others	<p>To lead, motivate, support, challenge and develop the whole school staff to ensure that everyone in the school can maximise their potential</p> <ul style="list-style-type: none"> • Lead by example and create a shared commitment and responsibility for the school through collaborative team work, distributed leadership and professional reflection • Build a collaborative culture which positively embraces change and progression through staff empowerment and team work • Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture and to allow an appropriate work / life balance

<p>Manage the Organisation</p>	<p>To provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self evaluation</p> <ul style="list-style-type: none"> • In partnership with the Governing Body set appropriate priorities for expenditure within a balanced budget and ensure effective and efficient financial and administrative controls • Produce and implement clear evidence based improvement plans and polices to improve the school environment and its facilities • Recruit, retain and deploy staff appropriately and manage their workloads in order to achieve the schools goals • Maintain effective systems for safeguarding all pupils working with external agencies as required
<p>Accountability</p>	<p>To be accountable for the efficiency and effectiveness of the school to the governing body and the Graveney Trust, and including pupils, parents, staff , the Local Authority and the community</p> <ul style="list-style-type: none"> • Promote a culture of self evaluation among the whole school staff so that they feel accountable for the success of the school • Provide accurate, timely and appropriate accounts of the school’s performance to a range of audiences including the governing body, parents, the LA, local community, OFSTED and others to enable them to play their part effectively
<p>Strengthen the Community</p>	<p>To actively promote cohesion in the wider school community through developing and delivering a range of provision, within and outside school, designed to break down social, economic and cultural barriers.</p> <p>To engage positively with the internal and external school community ensuring that parents and pupils are well informed about the Vision and plan for the school to encourage their involvement in driving high achievement for all</p> <ul style="list-style-type: none"> • Maintain and promote positive strategies for challenging racial and other prejudice and dealing with harassment • Collaborate with agencies to ensure the academic spiritual, moral, social and cultural wellbeing of pupils and their families • Develop and maintain effective partnerships with other primary and secondary schools including the Extended School Clusters, the Local Authority and other agencies to further pupil welfare and achievement
<p>Child Protection</p>	<p>To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Education Act 2002 and working together in relation to child protection and safeguarding children and young people as this applies to the postholder’s role within the school.</p> <p>To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the postholder’s role.</p> <p>To ensure that the postholder’s line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.</p>

PERSON SPECIFICATION – HEADTEACHER

	ESSENTIAL	DESIRABLE	EVIDENCED BY
QUALIFICATIONS	<p>Qualified Teacher Status</p> <p>Proven commitment to professional development in Leadership and Management</p>	<p>Good Honours Degree</p> <p>Relevant post-graduate Qualification.</p> <p>NPQH</p>	<p>Application</p>
EXPERIENCE/ KNOWLEDGE	<p>Candidates will need to have:</p> <p>Substantial and successful current experience as a Headteacher or Deputy Headteacher</p> <p>Substantial and successful teaching experience</p> <p>A proven track record of leading school improvement and raising standards including systems of self evaluation and the use of data to support school improvement</p> <p>Experience of monitoring the performance of staff and pupils, and securing high standards of conduct/behaviour and attendance</p> <p>Experience of establishing effective approaches to teaching and learning, curriculum design and assessment</p> <p>Experience of working successfully with governors</p> <p>Experience of creating and implementing or developing a staffing structure to meet changing needs</p> <p>Experience of successful management of physical, financial and human resources</p> <p>Experience of working with pupils from a wide range of socio-economic and cultural backgrounds, underpinned by a good understanding of equal opportunities legislation and its application in a practical context.</p> <p>Good knowledge of safeguarding legislation and experience of applying it in school.</p>		<p>Application, interview, own school Ofsted report and School Visit</p>
LEADERSHIP SKILLS	<p>Candidates will be able to demonstrate their:</p> <p>Strategic vision, and capacity to make big and sometimes courageous decisions. This will be supported by excellent people skills to forge a culture of support to see them through</p> <p>Confident leadership abilities, able to inspire, challenge and coach staff</p> <p>Strategic and operational skills to make effective use of resources in an increasingly challenging financial environment</p> <p>Collaboration skills, able to work effectively with external organisations and all stakeholders to ensure that everyone feels part of the school community, fostering community cohesion both within and outside the school.</p>		<p>References, interview and school visit</p>

	<p>Candidates will need to demonstrate the capacity to:</p> <p>Motivate and inspire pupils, staff, parents, governors and the wider community.</p> <p>Implement a model of distributed leadership, delegating tasks and responsibilities and monitoring outcomes.</p> <p>Work as an effective team leader and member.</p> <p>Research, and write up reports for outside agencies, SLT, governing body.</p> <p>Anticipate and solve problems and identify and act on opportunities.</p> <p>Analyse, interpret and act upon information and data.</p>		
COMMUNICATION SKILLS	<p>Communicate effectively, orally and in writing, to all audiences (pupils, staff, parents, governors, community leaders, local authority, DfE etc) including with those who may have limited English language skills.</p> <p>Chair meetings effectively, to ensure that decisions taken are clearly articulated, implemented, monitored and reviewed.</p> <p>Negotiate effectively with external agencies, service providers and others.</p> <p>Make best use of available technologies to support effective communication.</p>		Application, interview, school visit and references
SELF MANAGEMENT	<p>Achieve challenging professional goals.</p> <p>Prioritise work.</p> <p>Work to deadlines.</p>		Application, interview, school visit and references
OTHER ATTRIBUTES	<p>Candidates will demonstrate a range of personal qualities including:</p> <p>Presence, integrity, resilience, drive, initiative and creativity</p> <p>Ability to set standards by personal example.</p>		Interview and references