

HEADTEACHER JOB DESCRIPTION

Post Title:	Headteacher	School:	Otterburn Primary School
Group Size:	<i>Group 1 School – L6 - L12</i>	Responsible to:	Governing Body
<p>Duties and key areas</p> <p>Professional duties to be carried out in accordance with the terms and conditions of the current School Teachers Pay and Conditions Document issued by the DfE. The professional duties of the Headteacher shall include:</p> <p>Main purpose</p> <p>The headteacher will:</p> <ul style="list-style-type: none"> • Formulate the aims and objectives of the school and provide overall strategic leadership • Establish policies for achieving these aims and objectives • Manage staff and resources to that end • Monitor progress towards the achievement of the school’s aims and objectives • Lead by example and model best practice regarding professional conduct, workload and personal development • Be a role model for all in our community <p>Duties and responsibilities - qualities and knowledge</p> <ul style="list-style-type: none"> • Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils • Build positive relationships with all members of the school community, showing positive attitudes to them • Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally • Work with political and financial astuteness, translating policy into the school’s context • Communicate the school’s vision compellingly and drive strategic leadership • Seek training and continuing professional development to meet own needs <p>Pupils and staff</p> <ul style="list-style-type: none"> • Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes • Ensure excellent teaching in the school, including training and development for staff • Establish a culture of ‘open classrooms’ as a basis for sharing best practice 			

- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice

Systems and processes

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Welcome and work with the governing body as appropriate, providing the information it needs to govern effectively
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

The self-improving school system

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

The headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post *and the school*.

PERSON SPECIFICATION

The person specification sets out the abilities, skills and experience you will need to carry out the role of headteacher. Shortlisting will be carried out on the basis of how well you meet the requirements of the essential criteria outlined in the person specification, so please address these in your application. If shortlisted and invited for interview, further evidence will be gathered from the selection process.

Post Title: Headteacher	Otterburn Primary School
Essential	Desirable
Knowledge and Qualifications	
<ul style="list-style-type: none"> • Qualified teacher status • Degree 	<ul style="list-style-type: none"> • National professional qualification for headship (NPQH) • Further appropriate educational qualifications and/or depth of continuing personal development e.g. SENCO qualification
Communication	
<p>Well-developed communication skills - able to use a wide range of communication strategies applying tact and diplomacy and understanding of the need to adapt your communication style to suit the audience and situation:</p> <ul style="list-style-type: none"> ▪ Excellent written and verbal presentation skills ▪ Ability to maintain a professional and confident manner ▪ Strong interpersonal skills, able to build effective teams and positive relationships ▪ Empathetic listener ▪ Emotionally intelligent 	<p>Experience of successful challenging conversations</p> <p>Able to be focused and motivated to achieve objectives and targets</p> <p>Able to motivate and inspire staff, pupils and other members of the school community</p>
Leadership and Management	
<p>Successful leadership experience in a school:</p> <ul style="list-style-type: none"> ▪ Leads by example ▪ Effectively delegates and ensures the successful implementation of planned actions ▪ Holds people accountable 	<p>Experience of KS2 and Y6 in a primary setting</p> <p>Understanding of the EYFS framework</p> <p>Experience of and ability to teach across the age range</p> <p>Experience of mixed age classes</p>

<ul style="list-style-type: none"> ▪ proven track record in implementing and managing change <p>vement in and a secure understanding of school self-evaluation and development ing, including the ability to articulate a clear understanding of the link between evaluation and school improvement</p> <p>onstrable experience of successful line management, appraisal and staff opment</p> <p>nce of relevant ongoing CPD/self-initiated learning</p> <p>ience of coaching/mentoring staff to improve quality of provision</p>	
abilities and experience	
<ul style="list-style-type: none"> ● Teaching experience in more than one age range ● An exemplary classroom practitioner with a clear understanding of what constitutes excellent teaching and learning, the ability to model this for others and to challenge and support others to improve ● A proven track record in improving pupil outcomes with a thorough understanding of issues related to attainment and achievement of different groups of pupils, of the significance of data analysis, setting targets and identifying next steps ● Experience of working successfully with parents and the wider school community ● Experience of effective resource management ● Understanding of school finances and financial management 	<ul style="list-style-type: none"> ● Experience of school finances and financial management ● Understanding of the small rural school context ● The ability to adapt to constantly changing priorities/demands and to apply analytical thinking to solve problems and/or resolve conflict
Personal qualities	
<ul style="list-style-type: none"> ● A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school ● Highly organised with the ability to work under pressure and prioritise effectively ● High expectations of self and others and resilient in the face of challenge ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding and equality 	<ul style="list-style-type: none"> ● Passionate about your development as a leader ● High level of aspiration for our school and yourself