



# Northumberland Church of England Academy Trust

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Primary Head Teacher
<b>SCHOOL:</b>	
<b>SALARY:</b>	Leadership L9 - L15
<b>RESPONSIBLE TO:</b>	CEO, Director of Primary School Improvement & Local Governing Body

### **PURPOSE OF THE JOB:**

The Head Teacher will leader on driving the ethos, strategic vision and values for the Trust.

The Head Teacher will work with staff, governors, the Primary School Improvement team, parents/carers, to build on the strong foundations that are in place in order to maintain and further improve all aspects of the school's standards and quality.

The Head Teacher will take overall responsibility for the organisation, management and conduct of the school in accordance with the Trust's Articles of Association and policies and in consultation with the Local Governing Body and its scheme of delegation.

The Head Teacher will fully understand the current legal requirements, local and national policies and guidance n safeguarding and the promotion of the wellbeing of children and young people, and will ensure that all requirements are met in full.

### **STRATEGIC RESPONSIBILITIES:**

- Maintaining and raising academic standards and achievement, ensuring that pupils progress and outcomes meet or exceed national expectations.
- Providing motivational, inspirational and professional leadership and management setting the highest expectations of self and others.
- Delivering an inspiring and challenging curriculum which meets the educational needs of all pupils and encourages a culture of ambition and aspiration
- Promoting high standards in pupil's spiritual, moral, cultural, social and physical development, preparing them for life's opportunities and experiences
- To work alongside Primary Colleagues and other leaders of the Trust to ensure that the Trust's vision and practice is intrinsic to all we do
- Supports continuous improvement in teachers' effectiveness and secures continuing school improvement
- Ensure the school delegated policies and practice take account of national, local and school data and inspection and research findings and reflect best practice

- In line with the Trust policy schedule ensure that all delegated policies reflect school/national context taking into account research and best practice, ensure all policies are kept up to date.
- Play an active role in the joint local governing bodies and contribute to the Trust Safeguarding Policy and Trust Communication Policy
- Work with the Primary School Improvement Team to ensure that the quality of teaching is consistently good or better
- Create and maintain an environment which promotes and secures excellent teaching, effective learning, high standards of achievement, and behaviour
- Work with the Primary School Improvement Team to determine, organise and implement the curriculum and assessment framework and ensure effective implementation; routinely monitoring and evaluating in order to identify and share good practice and act on areas for improvement
- In partnership with the Director of SEN be responsible for ensuring that the Special Educational Needs of individual pupils in the school are met
- Ensure effective teaching is evidenced across the full curriculum with a meaningful programme of monitoring in place
- Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils across the school, including those with special needs or identified as a priority
- Maintain and further develop the school's effective partnership with parents/carers and the wider community to support and improve pupil's achievement, personal development and the closing of attainment gaps in specific groups
- Challenge underperformance at all levels (pupils and staff) and work with the Director of Primary School Improvement / CEO to ensure corrective action

## **RESOURCE MANAGEMENT**

- Work with the Director of Primary School Improvement and HR Team to recruit staff of the highest quality, complying at all times with best and safer recruitment practice
- Set appropriate priorities for expenditure, allocating funds and ensuring effective administration and control in line with the Trust's policies and Financial Handbook
- Working closely with the Director of Health & Safety and Estates and the Caretaker, manage and organise the school efficiently and effectively to ensure the needs of the curriculum and health and safety regulations are met at all times
- Manage, monitor and review the range, quality, quantity and use of all available resources in order to maximise the quality of education and pupil achievement, ensuring at all times a focus on efficiency and value for money
- Be responsible for the day to day deployment and management of teaching and support staff within the school ensuring that staff have PPA time and that classes are appropriately covered
- Work with the CEO and Director of Primary School Improvement supporting the strategic plan and growth of the school and Trust with effective planning for the maintenance and development of the school estate

## **ACCOUNTABILITY**

- Ensure the school operates as an organisation in which all staff recognise that they are accountable for its success and are clear as to how they contribute to this
- In partnership with the EH present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including the Joint Local Governing Body, parents/carers, the local community, OFSTED and others
- Ensure pupils and parents/carers are well informed about the curriculum, attainment and progress and about the contribution they make to the school's achievements
- Maintain and further develop the school's effective partnership with parents carers and the wider community to support and improve pupil achievement, personal development
- Ensure accurate and up-to-date records are compiled, maintained and audited to satisfy legal, operational and strategic governance requirements including those relating to safeguarding

## **SPECIFIC RESPONSIBILITIES**

- Ensure that all pupils in attendance within the school take part in the daily act of collective worship following the agreed model and programme.
- Maintain strong and effective partnerships with the families and community associated with the school;
- Ensure the maintenance of good order and discipline at all times during the school day (including the lunch break) when pupils are present on the premises and whenever pupils from the school are engaged in authorised school activities, whether on the school premises or elsewhere;
- Be a proactive member of the Executive Leadership Team, supporting the CEO, trustees and Governors in the successful implementation of the Trust's vision including its Christian ethos.
- Maintain effective partnerships with other Head Teachers and Principals within the Trust and facilitate cross site partnerships;
- Ensure that the school website is kept up to date and compliant with statutory requirements including showing how grants etc. have been spent
- Develop and maintain effective links with the wider educational and local community, including business and industry, to extend the curriculum and enhance teaching and learning
- Maintain effective relationships with HR to ensure that all protocols and procedures related to the management, organisation and staffing within the school are appropriately adhered to
- Be responsible for writing the school SEF and Development Plan
- Under the direction of the Director of Health & Safety and Estates ensure that the provision is secure at all times during the Academy day and that pupils and staff are able to work in a safe environment conducive to learning;
- Undertake any other duties at the discretion of the CEO/Director of Primary School Improvement

**The duties and responsibilities detailed within this job description will be supplemented by the accountabilities, roles and responsibilities as set out within the School Teachers Pay and Conditions Document**

#### **CONDITIONS OF EMPLOYMENT**

S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers Pay and Conditions Document.

The postholder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. You may be required to carry out additional duties/tasks commensurate with level of this role. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.



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Post Title: Primary Head Teacher	Department:		Assessment Method
	<b>Essential</b>	<b>Desirable</b>	
<b>Experience / Attitude</b>	<ul style="list-style-type: none"> <li>• Proven recent senior leadership experience in a relevant sector school</li> <li>• A commitment to multi-team working, coupled with a pro-active and independent approach to personal professional development</li> <li>• High expectations of self, colleagues, community and pupils</li> <li>• Ability to maintain a healthy work life balance and to support others in doing so</li> <li>• A passion for learning in all aspects of life and for all</li> <li>• A commitment to implement and promote Trust policy in all matters</li> <li>• A commitment to the ethos and values of the Trust</li> </ul>	<ul style="list-style-type: none"> <li>• Working with a similar community</li> <li>• Proven excellent and inspirational teaching relevant to the sector</li> <li>• Achieving high standards in terms of pupil outcomes in achievement, attainment and attitude to learning</li> <li>• Innovative educational practice</li> <li>• The use of ICT and other learning technology to promote high-quality learning</li> <li>• A flexible approach to teaching with the capacity to implement change in terms of both innovation and consolidation of Best Practice</li> </ul>	
<b>Skill / Knowledge</b>	<ul style="list-style-type: none"> <li>• A sound professional knowledge of and personal commitment to the use of both established and innovative educational theory and philosophy in everyday practice</li> <li>• The capacity to take on and implement new ideas and adopt proven and successful practices on the basis of professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Well-developed ICT and learning technology skills combined with the desire and ability to use them effectively in the classroom and beyond</li> <li>• A thorough understanding of how pupil data, including that for performance</li> </ul>	

		<p>should be used to raise standards in all aspects of pupil lives</p> <ul style="list-style-type: none"> <li>• A sound understanding of safeguarding children requirements</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Higher degree</li> <li>• Completion of NPQH</li> <li>• An additional degree to that accruing QTS status</li> </ul>	
<b>Physical, mental and emotional demand</b>	<ul style="list-style-type: none"> <li>• Commitment to helping provide a high quality service to children and families</li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in training and development</li> </ul>		