

Grafton Primary School

Job Description

Head Teacher

Job Purpose

The primary focus of the headteacher role is to deliver professional leadership and management, establishing a secure foundation for building upon the school's achievements to date.

The post holder will be responsible for providing strategic direction, fostering a positive and innovative school culture, and ensuring effective governance. Through dynamic leadership, the post holder will play a pivotal role in advancing the educational standards and overall well-being of the school community.

Key accountabilities of the role

Provide Strategic Leadership

The Head Teacher will:

- Develop and articulate a clear vision and strategic direction for the school, ensuring alignment with educational best practices and community needs.
- Lead the implementation of effective policies, procedures, and practices that enhance the overall performance and reputation of the school.
- Foster a positive school culture that emphasises high standards, innovation, and continuous improvement.
- Inspire, motivate, and lead staff, creating a collaborative and empowering environment that supports professional development.

Financial Acumen

The Head Teacher will:

- Manage the school's budget effectively, demonstrating a keen understanding of financial challenges and the ability to make informed and strategic financial decisions.
- Innovate financial strategies that optimise resource allocation, ensuring the best outcomes for both the school and its students.
- Implement cost-effective measures without compromising educational quality, promoting efficiency and sustainability.
- Support the governing board and exercise strategic financial planning for equitable resource deployment.
- Accountable for leadership transformational change and overseeing organisational restructuring initiatives.

Diversity and Inclusion

The Head Teacher will:

- Cultivate an inclusive culture that embraces diversity and ensures equal opportunities for all students, staff, and stakeholders.
- Demonstrate an understanding and appreciation of diverse backgrounds, fostering an environment where everyone feels valued and respected.

- Develop and implement initiatives that address diversity-related challenges and promote equity throughout the school community.
- Actively engage with diverse communities, building partnerships and ensuring the school's practices align with inclusive principles.

School Culture

The Head Teacher will:

- Hold and articulate clear values and moral purpose, focused on providing a world-class education.
- Demonstrate optimistic personal behaviour, positive relationships, and attitudes towards pupils, staff, parents, Governors, and the local community.
- Lead by example with integrity, creativity, resilience, and clarity, drawing on personal scholarship and expertise.
- Sustain current knowledge of education globally and pursue continuous professional development.
- Work with political and financial astuteness, translating policies into the school's context.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Inspire and influence others within and beyond schools to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Teachers & Staff Development

The Head Teacher will:

- Set and expect ambitious standards, overcoming disadvantage, and advancing equality.
- Secure excellent teaching through analytical understanding and lead curriculum design.
- Establish an educational culture of 'open classrooms' for sharing best practices.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Create an ethos supporting staff development, skill enhancement, and mutual support.
- Identify emerging talents, coaching leaders, and ensuring clear succession planning.
- Hold all staff accountable for professional conduct and practice.

School Systems and Processes

The Head Teacher will:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Establish rigorous systems for managing staff performance, addressing under-performance, and valuing excellent practice.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular, its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.

- Ensure our school is outward-facing and works with other schools and organisations in a climate of mutual challenge to champion best practice and secure excellent achievements for all pupils.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
- Model entrepreneurial and innovative approaches to school improvement.

Community Commitment

The Head Teacher will:

- Build a school culture and curriculum reflecting the richness and diversity of communities.
- Promote positive strategies for challenging all forms of discrimination and dealing with harassment.
- Ensure learning experiences are integrated with the wider community.
- Collaborate with agencies for the well-being of pupils and families.
- Create and maintain an effective partnership with parents and carers and the wider community to support and improve pupils' achievement and personal development.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Cooperate with relevant agencies to protect children.

Person Specification

The Head Teacher of Grafton Primary School will need the specific knowledge, skills, attributes, aptitudes, experience, training and qualifications to carry out the main functions of the role, as set out in the job description.

In particular the Headteacher will demonstrate the following:

Attributes	Essential /Desirable	Method of Assessment
Education Qualifications	Qualified Teacher Status (E) Successfully completed or part way through NPQH (E)	AF
Knowledge, Experience and Skills	Experience in EYFS and at least one other key stage in the Primary range (E)	
	Financial awareness and the ability to understand, plan and manage budget in the context of financial benchmarking and best value principles in a challenging environment (E)	AF/I/P
	Experience of transformational change in a complex setting (E)	AF/I
	Experience of working in a school with a multi-ethnic, multi-faith community and with diverse socio-economic/disadvantaged and advantaged families (E)	AF/I
	Detailed knowledge of safeguarding practices and policy implementation (E)	I/T
	Evidence of inspirational and collaborative leadership, strategic planning, effective school improvement and target setting (E)	I
	Up to date knowledge of SEND and inclusion provision (E)	I/T
	Experience of working in collaboration with other schools, fellow professionals and external organisations to improve academic and social outcomes for all children (D)	I
	Experience of coaching, guiding and mentoring individuals and teams (E)	I
	Demonstrable experience of leading, developing and managing staff (E)	I
	Demonstrates sound judgement by consistently assessing and balancing risks and opportunities in decision-making processes. (E)	I

Attributes	Essential /Desirable	Method of Assessment
	Demonstrable experience of the school self-evaluation and performance management processes and their impact on raising standards (E)	I
	Demonstrable Written and Oral communication skills (E)	I/P
	Evidence of working with parents and the community (E)	I
	Experience working with an OFSTED 'Outstanding' school (D)	I
	Experience working with a UNICEF 'Rights Respecting' approved school (D)	I
	Demonstrable effective interpersonal Skills (E)	I
	Demonstrable leadership experience as Headteacher/Deputy Head Teacher or experienced senior leader (E)	AF/I
	Demonstrable experience of working effectively with a Governing body and enabling Governors to fulfil their roles and meet their responsibilities (E)	I
Personal Qualities / Behaviours	Has the vision, ambition and ability to think and work strategically. (E)	AF/I
	A commitment to inclusion, achievement for all and have a heartfelt commitment to equality (E)	I
	Sets high expectations and demonstrates a fervent commitment to teaching and learning, aspiring for continuous outstanding educational outcomes (E)	I
	Exhibits emotional resilience by maintaining composure in challenging situations and effectively managing change, ambiguity, and setbacks (E)	I
	Displays the ability to perform efficiently and effectively under pressure, as evidenced by consistent and successful outcomes during demanding situations. (E)	I

AF = Application Form

I = Interview

T = Test

P = Presentation