

**JOB SPECIFICATION FOR HEADTEACHER AT
BRIGHSTONE CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL.**

The Head Teacher must provide professional leadership which secures success and improvement. Ensuring high quality education for all the school's pupils and improving standards of learning and achievement is a priority.

Knowledge and Experience to:

- Ensure quality educational provision and effective school strategies for maximising pupils' attainment and progress
- Promote pupils' spiritual, moral, health, social and cultural development and positive behaviour through effective management and leadership
- Effectively use national, local and school data, OFSTED and SIAS evidence, in professional and school development
- Ensure educational and financial sustainability and viability of the school into the medium to long term

Planning and setting expectation to:

- Lead, manage and implement the School Improvement Plan, which identifies priorities to ensure that pupils achieve their potential and the school continues to develop
- Plan and implement effective monitoring, evaluating and reviewing of the plan
- Think creatively, anticipate, solve problems and identify opportunities

Teaching and managing pupil learning to:

- Promote effective learning, set high standards of achievement, behaviour and discipline
- Support the skills based curriculum to enthuse high quality teaching and learning and its assessment: monitor and evaluate them in order to identify areas for improvement, including through work scrutiny and moderation
- Maintain positive strategies for developing good community relations
- Prioritise improvements in literacy, numeracy, RE and PSHE for all children
- Ensure that pupils develop independent skills in order to learn more effectively

Assessment and evaluation to:

- Continuously review all policies and targets of the school and take necessary action
- Use comparative data of pupils' prior attainment, alongside local and national expectations to establish benchmarks and set targets for improvement
- Monitor and evaluate the quality of teaching, standards of learning and achievement of all pupils, in order to set and meet challenging targets for improvement

Pupil achievement to:

- Encourage the relationship between pupils, parents and teachers, within the whole community
- To insist on regular attendance and punctuality so that all pupils can achieve their potential

Relations with parents and the wider community to:

- Develop effective relationships with all stakeholders both internally and externally including an efficient two way communication flow
- Maintain effective working relationships with outside agencies
- Ensure that parents and community are well informed about the curriculum, attainment and progress
- Attend BSA (Brighstone School Association) meetings and be proactive in supporting the activities of this parent body

Managing own performance and development to:

- Sustain performance management/appraisal within the school and take responsibility for own professional development
- Prioritise work load and achieve deadlines
- Demonstrate and sustain their own motivation and that of other staff

Managing and developing staff and other adults to:

- Continue effective systems for the management of staff performance/appraisal, CPD for teachers, including targets relating to pupil achievement and the School Improvement Plan
- Ensure constructive working relationships between staff and pupils
- Effectively delegate responsibilities to designated members of staff and monitor their delivery
- Further develop working relationships with other schools e.g. St Francis Primary School, as well as in the cluster, church school group and island

Effectively support all staff to enable them to

- Promote professional development of staff by example, encouraging regular assessment
- Support all staff, through training, monitoring, mentoring and assessment of standards
- Ensure the professional duties and conditions of job descriptions, employment, pay and conditions are fulfilled

Managing resources to:

- Work with Governors and senior colleagues to recruit staff of the highest quality
- Work with colleagues, to deploy all staff effectively in order to improve the quality of education provided
- Set appropriate priorities for expenditure, allocate funds and ensure effective administrative control in partnership with the governing body
- Ensure the school complies with all charity, gift aid, VAT and church aided legislation
- Manage the front line HR, payroll, procurement, recruitment and vetting of staff
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Contribute to the smooth running of the school e.g. unlocking the school, undertaking lunchtime and pupil transport escort duties etc. as required

Strategic leadership to:

- Provide a proactive and effective teaching and learning environment
- Promote the school to stakeholders and potential stakeholders, using a variety of means, including the school website
- Plan termly Collective Worship themes to ensure that it is central to the life of the school, is well-planned and monitored to comply with SIAS evaluation criteria
- Achieve good working relationships with the LA and Diocese of Portsmouth
- Ensure that the school community is accountable for its educational success
- Ensure the management, finance, organisation and administration of the school to support its vision
- Accurately self-evaluate the school against Ofsted and SIAS criteria
- Provide information for the governing body to meet its responsibilities and to help it contribute to the strategic development of the school
- The conditions of the employment of Head Teachers (as set out in the School Teachers Pay and Conditions Document 2002) outlines the statutory responsibilities of the Head Teacher
- Have a thorough understanding of current legislation that underpins education, employment and working with children; be the lead CPLO in school