

## Job Description: Head Teacher

The Oak Partnership Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership

### Job Details

**Reporting to:** CEO and Executive Team

**Functional relationships include:** Central team, leaders, teachers, support staff, parents, pupils, governors

### Main purpose of role

The core purpose of this role is to provide professional inspirational leadership and management of the school in order to achieve excellent standards in all areas of the school's work.

### Duties and Responsibilities

#### National Standards for Headteachers

The Head will carry out his/her professional duties in accordance with, and subject to, the National Conditions of Employment for Heads and Education and Employment legislation.

#### Key accountabilities:

- To maintain and promote the Christian ethos/ ethos within the school
- Demonstrate and promote the school and Trust vision, values and ethos in everyday work and practice.
- Motivate and work with others to create a shared culture and positive environment maintaining the family feel of the school.
- To provide a nurturing environment for all children and staff where emotional wellbeing and mental health are paramount.
- Collaborate with key partners, including the Local School Committee, CEO, Executives and Trustees and Dioceses.
- To ensure that the school delivers a fully rounded inspiring education upholding the school vision and values
- To develop further a mastery-based curriculum and assessment framework that embrace the challenges of a 21<sup>st</sup> century school and prepare happy, confident and resilient children to fulfil their potential
- To continue to raise standards across the school and narrow the gaps in achievement, particularly for vulnerable pupils
- To develop and promote innovative initiatives for the school.

#### To achieve success, the Headteacher will:

- Create a safe and productive learning environment which is engaging and fulfilling for all pupils.
- Demonstrate visible leadership, vision and direction- leading from the front.
- Effectively manage teaching and learning across the school.

- Maintain the current family feel of the school, where school values and vision underpin everything.
- Promote excellence, equality, high expectations and the mental health of all pupils.
- Develop an excellent working relationship with the wider community- including Willow Set Pre School.
- Be an outstanding teacher who promotes a nurturing environment for staff, pupils and the wider community.
- Ensure approachability and communication (including active listening) is maintained with all staff, pupils and the community.
- Deploy resources effectively to achieve the school's aims.
- Be a supportive manager who will deal with issues head on.
- Evaluate school performance and identify priorities for continuous improvement.
- Carry out day-to-day management, organisation and administration

### **Strategic direction and shaping the future**

- To maintain and promote the ethos of the school, ensuring that all children are happy, feel safe, equally valued and reach their full potential.
- Demonstrate the vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive environment.
- Work with the key partners to enable the vision for the school to be clearly articulated, shared, understood and acted upon effectively by all.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and the community.
- Together with the key partners, lead in formulating, implementing, monitoring and reviewing policy and practice.

### **Managing the organisation**

- The Headteacher is responsible for developing and maintaining the ethos of the school. This will include:
  - Demonstrating the vision and values in everyday work and practice.
  - Maintaining the partnership with the local worshipping community and the Education Department of the Diocese of Bath & Wells
  - Contributing to and ensuring the school is prepared for its Church School inspection (SIAMS)
  - To fulfil the responsibilities of the school's Trust Deed in sustaining the church school status of the school.
  - Maintain an organisational structure that reflects the school's Christian ethos, vision and values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
  - Recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the vision and goals of the school whilst maintaining its Christian ethos.
  - Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
  - Be mindful that policies and practices take account of national and local circumstances, policies and initiatives, in particular in line with The Oak Partnership Trust.
  - Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money whilst meeting the needs of the curriculum and health and safety regulations
  - Manage and organise the school environment efficiently and effectively so that it meets the needs of the curriculum and health and safety regulations.
  - Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provides value for money.

## Working relations and contacts

To develop and maintain working relationships with other professionals both internal and external.

## Skills and qualifications

Please refer to the person specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks and will be held on your personnel file.

## Confidentiality

During the course of your employment you will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed onto any unauthorised person or organisation.

## Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and properly applied to pupil, staff and school business/information. You are required to undertake annual GDPR training.

## Further information

**Probation:** This post is subject to a (6 month if support staff/ 3 terms teachers) probation period. There may be circumstances when the probation period needs to be extended.

- To contribute to the ethos and aims of the Trust.
- TOP is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.
- To read and have a good understanding of the Trust policies.
- This role will involve travel to different Trust locations within reasonable timeframes

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The post holder may be required to do other duties appropriate to level of the role, as directed by the head teacher or line manager.

The job description may be amended at any time in consultation with the postholder.

## Person Specification

**Job Title: Head Teacher**

Qualifications and experience		
Statement	Essential/ Desirable	Evidenced By
Qualified Teacher Status (QTS) or equivalent.	Essential	Application Form

Extensive teaching experience with a strong leadership background.	Essential	Application Form
Record of outstanding classroom teaching within the primary age range	Essential	References and Interview exercise
Evidence of relevant & continuous professional development	Essential	Application Form
Evidence of supporting school improvement across more than one setting	Desirable	Letter of Application
Understanding of working within a MAT	Desirable	Letter of Application/Interview
Post-graduate qualifications (MA, NPQs etc.)	Desirable	Letter of Application
<b>Personal aptitudes and abilities</b>		
<b>Statement</b>	<b>Essential/Desirable</b>	<b>Evidenced By</b>
Passionate about teaching and learning and committed to delivering an outstanding and creative curriculum	Essential	Letter of Application/Interview
Welcoming and approachable to staff, children, families and the community	Essential	Letter of Application/Interview
Able to demonstrate a reassuring presence - optimism and positivity	Essential	Letter of Application/Interview
Have the enthusiasm and vision to work with our core Christian values and is able to maintain and develop them further	Essential	Letter of Application/Interview
Ability to inspire, motivate and influence staff and students	Essential	Letter of Application/Interview
Being kind and nurturing, recognising the importance of the 'whole child'	Essential	Letter of Application/Interview
Willingness to pitch in and support the 'mechanics of a small school.	Essential	Letter of Application/Interview
Understand and demonstrate the importance of community	Essential	Letter of Application/Interview
<b>Strategic direction and shaping the future</b>		
Understand and maintain the special ethos and culture of our school	Essential	Interview
Able to think strategically and to build and communicate an effective vision	Essential	Interview
Able to inspire, challenge and empower others to carry out the vision	Essential	Interview
Works with staff and Local School Committee in setting, monitoring and achieving challenging goals and targets	Essential	Interview
Has excellent knowledge of, and is able to plan for, current and future educational developments	Essential	Interview
<b>Safeguarding</b>		
Demonstrate a commitment to safeguarding and the welfare of children and young people	Essential	Interview
Be able to form and maintain appropriate relationships and personal boundaries	Essential	Interview

Demonstrate knowledge of safeguarding procedures	Essential	Interview
<b>Managing the organisation</b>		
Uses strong and effective management systems, including performance management	Desirable [as a newer leader may not have significant previous experience of this]	Interview
Encourages effective planning, delegation, support and evaluation of work undertaken by teams and individuals ensuring clear accountabilities	Essential	Interview
Balances the demands of running our school, and engaging with children, staff, and parents	Essential	Interview
<b>Leading learning and teaching</b>		
Able to demonstrate clear leadership balanced with a supportive approach to staff, sensitive to the various demands placed on them.	Essential	Interview
Develops a curriculum which promotes the spiritual, moral, social, cultural, academic, creative and physical development and wellbeing of every child in the school.	Essential	Interview
Accesses, analyses and interprets information to form powerful diagnostic concepts and solutions and an accurate account of the school's performance	Essential	Interview
Supports all pupils to achieve success and become engaged in their own learning by demonstrating and articulating high expectations and setting challenging targets	Essential	Interview
Seeks out and shares best practice techniques for effective learning, working in partnership with cluster schools and promoting innovative initiatives within our school	Essential	Interview
<b>Securing accountability</b>		
Accounts for the effectiveness of the school to parents, Local School Committee, The Oak Partnership Trust and Diocesan Board of Education (Bath and Wells)	Essential	Interview
Provides information, advice and support to the Local School Committee to enable it to meet its responsibilities	Essential	Interview
Demonstrates experience of effective whole school self-evaluation, and uses this and the findings of external evaluations to drive real school improvement	Essential	Interview
<b>Developing self and working with others</b>		

Supports and empowers the experienced staff teams and individuals	Essential	Interview
Is committed to continuing personal and professional development for all	Essential	Interview
<b>Strengthening the community</b>		
Recognises, celebrates and embraces inclusion and diversity	Essential	Interview
Builds and maintains effective relationships with parents, carers and the community that enhance the education of all pupils	Essential	Interview
Committed to maintaining and developing strong collaborations with other agencies	Essential	Interview
<b>Leading a church school</b>		
Be fully supportive of and committed to the aims and ethos of a Church of England school and be able to demonstrate the ability to maintain the religious character of such a school	Essential	Interview
Understanding of working in a Church of England School and actively contributed towards its Christian distinctiveness	Essential	Letter of application/ interview