

Julian's Primary School

JOB DESCRIPTION

Post Title:	Head of School for Streatham/West Norwood sites
Grade:	Leadership Scale L19-24
Responsible to:	Executive Headteacher
Responsible for:	Identified DHOS/PL/class teachers and support staff

In addition to the responsibilities set out in the School Teachers' Pay and Conditions document you will also undertake the following duties and responsibilities

Core Purpose

- **To contribute to securing outstanding outcomes for all pupils at Julian's Primary School through leadership of the Streatham site, reporting to the Executive Headteacher**
- **To support the Executive Headteacher in leading the school.**
- **To be an excellent role model in all aspects of leadership and to uphold the values of the school**

Responsibilities

To be accountable to the Executive Headteacher for:

- **The effective day to day management of the school**
- **The effective implementation and embedding of the agreed vision, principles and policies within the school**
- **Ensuring that teaching and learning is of a consistently high quality, that there is effective use of resources and that the highest standards of learning and achievement for all pupils are promoted through the core subjects and our creative curriculum**
- **Ensuring that standards of behaviour continue to be high on your assigned site and across the school, promoting and monitoring the whole school behaviour policy**
- **Ensuring the quality of the Early Years Provision, progress and outcomes for the pupils of the school is of the highest standard through robust monitoring, evaluation and support, reporting these areas to the Executive Headteacher and the governors as required**

To contribute to:

- **The vision and strategic direction of Julian's Primary School**
- **Further development of Julian's Primary as a centre of excellence and innovation in learning and primary school provision**
- **Securing high quality aspirations, confidence, learning and progress for all pupils within the school**
- **The evaluation of pupil progress and outcomes and the quality of teaching and learning, and the consequent planning for rapid and continual improvement within the school**
- **The development of strategies for school readiness in Early Years and a positive transition across Key stages and into both primary and secondary education for children and parents/carers**
- **Continued development of a rich partnership with families and community to build an aspirational learning community**
- **The development of effective and productive relationships with a wide range of stakeholders.**

For the individual to:

- **Drive and inspire a passion for learning in every member of the school community whilst maintaining a relentless focus on standards overall**
- **Model the behaviour expected of all members of the school community**
- **Effectively manage the school on a day to day basis**

- Develop effective systems together with the head of school for the West Norwood site and ensure effective support from the deputy head of school to manage them
- Effectively line manage specific staff including members of the Streatham team, middle leadership and senior leadership within the school
- Coach, mentor and motivate staff to build a culture of personal responsibility, high levels of commitment, standards and drive for success
- Provide a model of outstanding practice to all staff in teaching and school leadership;
- Effective consistent implementation of the Julian's appraisal policy and other systems of quality assurance and professional development of teachers
- Ensure the effective recruitment and selection of staff in line with school values and in agreement with the Executive Headteacher
- Keep informed of developments within the National Curriculum and other relevant curriculum development sources, to ensure that the curriculum is rich, relevant and inspirational and contributes to outstanding educational and whole-person outcomes
- Contribute to the Senior Leadership Team and work in close partnership with the Head of School for the West Norwood site and the Executive Headteacher;
- Be responsible for the effective and efficient use of resources;
- Achieve the School Development Plan and vision to raise standards, improve the quality of teaching for learning and promote a positive ethos
- Ensure that very high expectations of pupil achievement are established throughout the school and secured
- Ensure that teaching in all year groups is good or better throughout the school
- Ensure that all children make optimal progress including where there are barriers to learning, through clear, consistent and excellent systems and provision for all, actively promoting inclusion
- Ensure the rigorous use of robust data regarding pupil progress and outcomes to optimise learning for all children and to maintain high standards of teaching and learning across the school
- Ensure that excellent behaviour is maintained in the playground, around the school and in classrooms
- Deputise for the Executive Headteacher in all aspects of the management, control, curriculum and behaviour within the school;
- Take responsibility for overseeing the induction of all NQTs, new staff, supply teachers and develop and implement policies and procedures relating to the above;
- Promote, embed, secure and monitor all agreed Julian's Primary School policies
- Lead and co-ordinate the work of the Streatham site within the context of the whole school, ensuring all statutory and school assessments are undertaken and to be accountable for standards within the assigned phase.
- Provide written reports when required.
- Ensure that all staff on the Streatham site - both in terms of phase group/ year groups and across the whole school - understand the curriculum and school policies and follow them accordingly.
- Observe all health and safety rules and guidance and taking all reasonable care to promote the health and safety at work of yourself, other staff and pupils

This job description will be reviewed annually as part of the performance management review process, or more frequently if necessary. It may be amended at any time after consultation with the Executive Headteacher and postholder.

Person Specification

School: Julian's Primary School

Job Title: Head of School

Grade: L19-24

Relevant Experience & Qualifications	D (Desirable) /E (Essential)
✓ Qualified Teacher status	E
✓ Degree/PGCE or equivalent qualifications	E
✓ Other educational/professional qualifications	D
✓ Working on/willingness to undertake NPQH	E
✓ Qualified Teacher with at least 6 years' experience	E
✓ Experience at Senior Management Level	E
✓ Experience of leading at whole school level	E
✓ Experience in assessment and data analysis	E
✓ Experience working in and across the Primary Phases and in particular upper key stage 2	E
Knowledge	
✓ An understanding of the Primary Curriculum delivered in England	E
✓ Knowledge of the Creative Curriculum	E
✓ An in depth knowledge and understanding of English/Maths/Science teaching and learning within the primary school context	E
✓ An understanding of how formative and summative assessment support pupil progress	E
✓ Knowledge of external assessment and data information (eg ASP/FFT)	E
Skills & Abilities	
✓ Ability to work as a leader and member of a team and in different partnerships	E
✓ Excellent communication skills	
✓ Excellent people skills – motivating, nurturing and challenging children and adults with high levels of emotional empathy to achieve their best	E
✓ IT skills for teaching and management	E
✓ Ability to make links with appropriate outside agencies	E
✓ Ability to carry out performance management as a team leader	E
✓ Confidence, clarity and decisiveness in making and carrying out decisions	E
✓ Ability to organise and/or lead in-service training	E
✓ Proven ability to impact positively and quickly on standards at EYFS, KS1 and KS2	E
✓ Ability to be a role model for best practice in all areas.	E
✓ Ability to support in reporting to the Governing Body and LA on key developments within their role/responsibility	E

✓ A warm and empathic personality with the strength to keep appropriate boundaries	E
✓ Experience in Safeguarding procedures including Child Protection	E
✓ Experience in managing non-teaching staff e.g. TAs, midday supervisors	E
Professional Ethos & Commitment	
✓ High expectations for self and others and a strong commitment to the school values and raising achievement in all areas	E
✓ Commitment to promote home-school partnerships	E
✓ High expectations of pupil behaviour and strategies to meet the personalised learning and emotional needs of every child	E
✓ Experience of innovation and creativity in the curriculum	E
✓ Commitment to success of the whole school as well as the site	
Personal Qualities	
✓ A strong belief in and commitment to our core values	E
✓ Approachable with excellent interpersonal skills and the ability to demonstrate respect for others and to promote and develop positive relationships within and beyond the school	E
✓ Flexible, able to respond quickly to changes and think on your feet	E
✓ Able to demonstrate high levels of integrity and resilience	E
✓ Well organised, calm and very positive, confident and assuring	E
✓ Able to lead, encourage, inspire and motivate staff	E
✓ Dependable and reliable, with an excellent record of attendance (above 95%).	E
✓ Self- motivated with the ability to set and work to deadlines	E
✓ Willing to go the extra mile, have high levels of stamina, energy and determination/enthusiasm and passionate about making a difference	E
✓ Ability to remain positive and retain your sense of humour!	E