

St. Paul's (Church of England) Primary School
Elswick, Newcastle upon Tyne

Job Description: Head Teacher

St Paul's School is committed to safeguard and promote the welfare of children and young people. Please note this position requires the post-holder to have an Enhanced Disclosure Certificate from the Disclosure and Barring Service.

1. Post Title

Head Teacher.

2. Responsible To

The Governing Body.

3. Responsible For

The deployment of all staff employed in the school.

4. Salary Point

L13 - L19 of the Leadership Pay Scale.

5. Purpose of the Post

The Head Teacher will:

- 5.1 implement the educational strategy of the school determined with the Governing Body;
- 5.2 lead, manage, organise, and develop the staff team in the inclusive educational provision of the school in line with its distinctive Christian ethos in which the biblical virtues of love, respect, forgiveness, honesty, courage, and perseverance underpin and inform all aspects of school life;
- 5.3 foster, promote, and maintain the highest expectations for the school, ensuring that when change or improvement is needed the momentum for it is clearly communicated and understood;

- 5.4 maintain a culture in which those who learn and work within the school strive for excellence;
- 5.5 support the culture of continuous professional development so that the diverse needs of the pupils are provided with an excellent brand, balance and engaging curriculum that encourages them to learn well, and to retain and build upon the skills, knowledge and understanding they attain as they progress through the school;
- 5.6 identify and challenge any under-performance in teaching, support team leadership;
- 5.7 secure the delivery of excellent teaching and learning within the school through the promotion of high-level professional standards, and rigorous monitoring and evaluation;
- 5.8 provide direction, leadership and challenge to leaders within the school, especially the Deputy Head Teacher, the SENDCo and Subject Leaders;
- 5.9 ensure that the day to day organisation of the school is of the highest quality, taking on when needed specific tasks related to the day-to-day administration and organisation of the school;
- 5.10 when necessary delegate, oversee and hold others accountable so as to ensure that the school consistently meets the needs of its pupils;
- 5.10 will act within the statutory frameworks which set out professional duties and responsibilities, including those set out in the Nolan Principles, the current School Teachers Pay and Conditions Document, and the Head Teachers' and Teachers' Standards;
- 5.11 promote and safeguard the welfare of the pupils and staff for which the Head Teach is responsible; and
- 5.11 be accountable to the Governing Body in respect of the performance of the school.

6. Key Relationships

The Head Teacher is to establish and maintain effective working relationships with staff, pupils, parents and carers, the Governing Body, Local Authority representatives, the officers of the Diocesan Education Board, other Head Teachers, other schools, the local community, staff unions and professional associations, the careers service, Ofsted, HMI, and other agencies so as to improve the educational outcomes of all pupils.

7. Main Duties

The following list is typical of the duties the Head Teacher is expected to perform. It is not exhaustive. The Governing Body may require other duties of a similar nature and level from time to time.

7.1 Teaching Provision

The Head Teacher will:

- (1) secure and sustain high-quality expert teaching across all subjects and phases;
- (2) ensure that teaching is underpinned by high levels of subject expertise;
- (3) ensure that formative assessment is used effectively within the school; and
- (4) ensure that the education provided is informed by the school's Trust Deed and the policies agreed by the Governing Body.

7.2 Curriculum and Assessment

The Head Teacher will:

- (1) ensure that a broad, structured, engaging and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught is provided;
- (2) establish effective curricular leadership that enables subject leaders to have high levels of relevant expertise with access to professional networks and communities;
- (3) ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics that teach early reading; and
- (4) ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

7.3 ***Behaviour***

The Head Teacher will:

- (1) establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which cohere with the school's Christian ethos and are understood clearly by all staff and pupils;
- (2) ensure high standards of pupil behaviour and courteous conduct in accord with the school's behaviour policy;
- (3) implement consistent, fair and respectful approaches to managing behaviour; and
- (4) ensure that adults within the school model and teach the behaviour of a good citizen.

7.4 ***Additional and Special Educational Needs and Disabilities***

The Head Teacher will:

- (1) ensure that the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities;
- (2) establish and sustain a culture and practices that enable pupils to access the curriculum and learn effectively;
- (3) ensure that the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate; and
- (4) ensure that the school fulfils its statutory duties with regard to the SEND code of practice.

7.5 ***Professional development***

The Head Teacher will:

- (1) ensure that staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement as well as the staff team and individual needs;
- (2) prioritise the professional development of staff, ensuring that effective planning, delivery and evaluation is consistent with the approaches that are laid out in the standard for teachers' professional development; and
- (3) ensure that professional development opportunities draw on expert provision from beyond the school as well as within it, including nationally recognised frameworks and programmes, so as to build capacity and support succession planning.

7.5 ***Organisational Management***

The Head Teacher will:

- (1) ensure, as part of the duty of care, that the pupils and staff are protected and kept safe through effective approaches to safeguarding
- (2) prioritise, allocate, manage and monitor the financial resources of the school appropriately, so as to ensure efficiency, effectiveness and probity in the use of public funds;
- (3) ensure that the staff are deployed and managed well with due attention being paid to their workload and work-life balance;
- (4) establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently; and
- (5) ensure rigorous approaches to identifying, managing and mitigating risk.

7.6 ***Continuous School Improvement***

The Head Teacher will:

- (1) make use of effective and proportional processes of evaluation so as to identify and analyse complex or persistent problems and barriers which limit school effectiveness and identify areas for improvement;
- (2) develop appropriate evidence-informed strategies for improvement which are part of well-targeted plans which are in turn realistic, timely, appropriately sequenced and suited to the school's context; and
- (3) ensure careful and effective implementation of improvement strategies, which over time lead to sustained school improvement.

7.7 ***Working in partnership***

The Head Teacher will:

- (1) forge constructive relationships beyond the school, so as to work in partnership with parents, carers and the local community;
- (2) commit the school to work successfully with other schools and organisations in a climate of mutual challenge and support; and
- (3) establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.

7.8 Governance and accountability

The Head Teacher will:

- (1) understand and welcome the role of effective governance, uphold the obligation of accountability and accept responsibility;
- (2) establish and sustain professional working relationship with the governors;
- (3) ensure that staff know and understand their professional responsibilities and are held to account; and
- (4) ensure that the school effectively and efficiently operates within the required regulatory frameworks, meeting all statutory duties.

8. Review

This job description is subject to an annual review.