



## JOB DESCRIPTION

### Headteacher

Salary: L24-L31, £73,541- £85,845 (Outer London)

Purpose To provide inspirational leadership that combines the strengths of two existing schools to form a common culture that drives forward a mind-set of continuous improvement that inspires, motivates and empowers colleagues to ensure all pupils in our school receive the best possible educational experiences to enable them to succeed.

#### Main duties and responsibilities

- The Headteacher is responsible to the Governing Body of Pinner Park Primary School and, where appropriate, Harrow Council, for the strategic leadership of the school.
- The role is to fulfil the requirements and duties of a Headteacher as set out in the current DfE School Teachers' Pay and Conditions document, to aspire to meet the DfE National Standards of Excellence for Headteachers (2015) and to meet all other current education, employment and safety legislation.
- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

#### Ethos and development

- Work with stakeholders to create, communicate, implement, evaluate and refine a shared strategic vision and plan which inspires and motivates the whole school community.
- Ensure evidence-based improvement planning and policies to promote continuous improvement.
- In consultation with the Governing Body and on an ongoing basis, review the strategic plan for the school, underpinned by sound financial planning.
- Promote and develop the values and ethos of the school, including a rights respecting ethos, and actively demonstrating these in your everyday work.
- Create a culture of inclusivity, belonging and working together, valuing all members of the school community, actively celebrating diversity and promoting social inclusion and community cohesion.

#### Leadership and management

- Provide visible, accessible and inspiring leadership to pupils, staff, parents and governors.
- Build leadership capacity and develop distributed leadership throughout the school that includes promoting and facilitating teamwork and collective responsibility towards enabling all pupils to make good progress and achieve high standards across the curriculum.
- Effectively recruit, induct, performance manage, retain and develop the highest quality teaching and support staff.



- Manage the school's financial resources efficiently, maximising resources to achieve the school's educational goals and priorities.
- Ensure organisation and management of the school's premises, enabling the site to provide a stimulating learning environment.
- Ensure the ongoing development of an organisational structure which reflects the school's values and enables effective and efficient operation and policy implementation.
- Regularly review your own practice, seek feedback, set personal targets and take responsibility for your own development, seeking advice and support where necessary and effectively managing your own workload and that of others, to achieve appropriate work-life balance.

### Teaching and learning

- Build a safe and effective learning environment focused on safeguarding pupils.
- Promote an exciting, stimulating and challenging broad and balanced curriculum that builds creative, responsive and effective approaches to learning and teaching that inspire all pupils to learn.
- Ensure the curriculum meets the requirements of the National Curriculum and the aims of the school and provides for progression and continuity throughout the school.
- Ensure the curriculum is regularly reviewed, evaluated and updated, taking account of local and national initiatives.
- Promote and ensure the development of effective and creative classroom practice, including through regular reviews of learning and teaching across the school.
- Ensure the highest standards of progress, attainment and achievement for pupils of all abilities, talents and needs and engender a culture of continuous improvement. Ensure teaching recognises pupils' individual learning styles and the power of cooperation and teams.
- Ensure equality of access to the whole curriculum for all pupils, including providing differentiated learning opportunities and strategies to support pupils with additional needs.
- Establish and maintain effective systems of managing, analysing and using data and other evidence to ensure individual pupil aims and progress are achieved.
- Ensure policies and practice promote high standards of pupil behaviour and welfare for pupils.
- Promote good attendance by both pupils and staff, taking appropriate and timely action when required.
- Ensure a broad range of extra-curricular activities are offered to provide opportunity for all.

### Community, partnership and communication

- Sustain and further develop partnerships with other schools and agencies in order to share best practice and bring mutual benefits to enhance provision.
- Build strong and effective links with the community and parents which enriches the curriculum, enhances teaching and broadens learning opportunities.



- Develop positive relationships with and provide learning opportunities for parents and carers to ensure that learning is valued and supported at home.
- Support and actively engage with the Pinner Park Parent Association.
- Work in effective partnership with the Governing Body as it fulfils its governance responsibilities.
- Ensure effective team communication mechanisms to ensure that all staff are involved in and kept informed of key priorities and developments.
- Ensure that parents, pupils and governors are well informed about the school's direction, priorities, curriculum and pupils' attainment and progress.
- Act as an advocate of and ambassador for the school, actively participating in all aspects of school life.
- In the light of tight financial constraints, proactively explore opportunities to generate new sources of income and to cost effectively strengthen the offer of the school to pupils and the community.

January 2019



The person specification below shows the key abilities and skills we are looking for in a Headteacher. The selection panel will shortlist candidates on the basis of how well they meet the requirements of this person specification. We are looking for candidates who demonstrate knowledge and understanding of each area, and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in a school context

Criteria	Qualities	Essential/ Desirable/	Shortlisting	Task	Interview	Presentation
Qualifications	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• NPQH or similar professional leadership qualification</li> <li>• Level 2/3 safeguarding training</li> </ul>	E E D E	√ √ √ √	√		
Experience	<ul style="list-style-type: none"> <li>• Substantial and successful senior leadership experience</li> <li>• Successful teaching experience of the age range served by the school.</li> <li>• Experience of working in a multi-cultural setting.</li> <li>• Experience of developing and implementing a shared strategic vision which inspires and motivates the whole school community</li> <li>• Experience of working in partnership with the Governing Body to provide clear vision, direction and lead by example.</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Demonstrable experience of successful line management and staff development</li> </ul>	E E D E D	√ √ √ √ √		√ √ √ √ √	√



	<ul style="list-style-type: none"> <li>• Experience of promoting high expectations and achieving high standards of pupil behaviour.</li> <li>• Experience of building leadership capacity and developing distributed leadership.</li> </ul>	E	✓	✓	✓	✓
		E	✓		✓	
		D	✓		✓	✓
		E	✓		✓	
Skills and knowledge	<ul style="list-style-type: none"> <li>• Successful experience of creating and maintaining effective partnerships with parents and the community, to enhance pupils learning.</li> <li>• Experience of managing change and the ability to demonstrate innovative thinking</li> <li>• A clear understanding of what makes good and outstanding learning and teaching in a primary school, including the Early Years Foundation Stage.</li> </ul>	E	✓		✓	✓
		D	✓		✓	✓



	<ul style="list-style-type: none"> <li>• Ability to build a collaborative and creative learning culture with a commitment to raising standards across all abilities and age ranges</li> <li>• Experience of interrogating and utilising data and other performance measures</li> <li>• Ability to make effective use of the school's resources through prudent financial planning and budgeting and efficient organisation.</li> <li>• Effective interpersonal, communication and presentation skills; both written and oral.</li> <li>• Ability to build effective working relationships</li> </ul>	E	✓		✓	
		E			✓	✓
		D	✓			
		D	✓		✓	✓
		E	✓	✓	✓	✓
		E		✓	✓	✓
Personal qualities	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and</li> </ul>	E	✓		✓	✓



	<p>values of the school</p> <ul style="list-style-type: none"> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Desire to build on existing good practices whilst implementing and managing organisational change effectively</li> <li>• Ability to tackle complex issues, take difficult decisions and convey outcomes clearly and sensitively.</li> <li>• Ability to develop and nurture effective relationships with staff, parents, carers, governors and other agencies to enhance the education of all students</li> <li>• Demonstrable resilience, adaptability and ability to deal with complexity and challenge.</li> </ul>	E		v		
		E				v
		E	v	v	v	
		E			v	v
		E	v	v	v	
		E	v		v	v
		D		v	v	v

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