

King David Primary School Head Teacher: Job description

Salary – Group 2: L12 to L18 Manages

All professional and associate staff

Core purpose

- Promote and support the vision and direction of King David Primary School
- Ensure that safeguarding is prioritised across the school site whilst having responsibility as a DSL
- Provide exceptional leadership that will enable King David Primary School to build on current success and provide an outstanding education for its children
- Work closely with the Governing Body and School Leadership Team to continue to improve standards of achievement and attainment
- Demonstrate interest in and understanding of Judaism to enable the deliverance of a high-quality curriculum, underpinned by the ethos of modern British Orthodox Judaism.



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PRIMARY SCHOOL & NURSERY

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<p>Shaping the future</p> <ul style="list-style-type: none"> • Work closely with other members of the Senior Leadership Team DSLs to ensure the highest priority is given to safeguarding and promoting the welfare of children and staff in the school • Ensure that the resources of the school are fully exploited to best maintain high standards for pupils • Line manage <i>all</i> school staff on a day-to-day basis • Be responsible for the performance management and development of teachers in the school • Ensure the school’s vision is clearly articulated, shared, understood and implemented • Demonstrate the vision and the values in everyday work practice • Motivate and work with others to create a shared culture and positive atmosphere • Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence • Ensure that strategic planning is led by the aspirations and values of the school and is based upon rigorous school self-evaluation • Research and keep abreast of current initiatives and analyse appropriate implementation when it is for the benefit of the children at King David Primary School. 	<p>Learning and teaching</p> <ul style="list-style-type: none"> • Have a proven track record of outstanding teaching which clearly reflects current thinking • Ensure a consistent and continuous focus on pupil achievement, using data and benchmarks to monitor progress • Ensure a culture and ethos of challenge and support, where all pupils can achieve success and become engaged in their own learning • Demonstrate and articulate high expectations and set challenging targets • Implement strategies which secure high standards of behaviour and attendance • Oversee the shaping, organisation and implementation of a diverse curriculum which reflects the school’s vision • Monitor, evaluate and review classroom practice and promote improvement strategies • Challenge under-performance at all levels and ensure effective follow-up 	<p>Communication and relationships</p> <ul style="list-style-type: none"> • Build a collaborative learning culture within the school and actively engage with other schools, to build an effective learning community • Implement the agreed policies for staff induction, professional development and performance review • Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture • Manage own workload and that of others to allow for an appropriate work/life balance • Develop and maintain a culture of high expectations for self and others, and take appropriate action when performance is unsatisfactory • Review own practice regularly, setting personal targets and taking responsibility for own personal development
<p>Managing the school</p> <ul style="list-style-type: none"> • Produce a clear, evidence-based SEF and improvement plans for the development of the school • In partnership with Governors, recruit, retain and deploy staff in line with safeguarding practices • Appropriately manage the workload of staff to achieve the vision of the school • Attend meetings and report to the Governing body 	<p>Securing accountability</p> <ul style="list-style-type: none"> • Develop an ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes • Ensure individual staff accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation • Work with the Governing body to enable it to meet its responsibilities 	

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- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Ensure that the range, quality and use of available resources is monitored, evaluated and reviewed to maintain a high quality of education for all pupils and provide value for money

Efficient use of resources

- Work with the governing body on setting and using the school budgets to deliver outstanding education and to meet the objectives of the school improvement plans
- Manage the agreed budget on a day-to-day basis ensuring effective administration and control and value for money
- Monitor the budget and make appropriate adjustments to spending patterns in accordance with financial regulations and audit requirements
- Ensure that all staff and children contribute towards building and maintaining a positive learning and working environment for all

- Develop and present a coherent, understandable and accurate account of the performance of the school with particular reference to the experience of the children to a range of audiences, including governors, parents and carers
- Reflect on personal contribution to school achievements and take account of feedback from others

Strengthening the community

- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnerships with other schools and promoting innovative initiatives
- Co-operate and work with relevant agencies to protect and safeguard the welfare of children