

REGENTS PARK COMMUNITY PRIMARY SCHOOL



JOB DESCRIPTION

Head Teacher

Pay Range: Group 3 L18 - L24 £75,675- £87,651

Purpose of the role

The Head Teacher is accountable to the Governors and will be responsible for providing robust leadership, strategic direction, and operational management of Regents Park Community Primary School, in line with the school's vision, ensuring the delivery of high-quality provision for the children, staff, and community.

The Head Teacher will continue to provide the school with the stability and vision with a strong sense that the school is at the heart of an ambitious and settled local community. The Head Teacher will lead the school community so that it maintains its focus on being ambitious for all pupils' attainment, well-being and individual outcomes.

General Responsibilities

Be aware of and comply with relevant DfE policies and procedures, including those relating to safeguarding, health and safety, confidentiality and data protection.

- Embrace and celebrate diversity, ensuring equal opportunities for all.
- Contribute to the atmosphere and nature of the school.
- Behave in a professional manner at all times demonstrating mutual respect, good manners, politeness and common courtesies for all members of our community. We believe the leader of our school is a role model for our pupils.
- Ensure own continuous professional development, seeking active opportunities for innovative and effective practice.
- Undertake any other duties/responsibilities which may reasonably be regarded as within the grade of the post as defined.

Key Responsibilities

Strategy and leadership

- Communicate compellingly the school's vision and drive through strategic leadership, empowering all pupils and staff to excel.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Hold and articulate clear values and moral purpose, focused on providing a world class education for the pupils they serve.

- Display a strong history of supporting and working with SEND education.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
- Lead by example - with empathy, integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.

Teaching and learning

- Encourage ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of pride and accountability in staff for the impact of their work on pupils' outcomes and opportunities.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Continue to develop a stimulating and creative base for learning.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Support the ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.

School improvement

- Create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Mentor teachers to be better teachers in all classrooms.
- Develop teachers' understanding of assessment.
- Provide CPD for teachers and support staff.
- Model best teaching practice for teachers.
- Ensure that the curriculum continues to be stimulating, relevant, and relevant.
- Moderate work, providing relevant and effective feedback.
- Develop the role of leaders in supporting the development of teaching & learning.

Management of resources

Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.

- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Work collaboratively with the governance structure for the school – understanding remits and functions to set school strategy and monitor school performance

- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

The Head Teacher will be required to safeguard and promote the welfare of children and young people and follow school and the local authority policies.

Key Relationships

- Senior Leadership made up of 1 Deputy Head, 3 Assistant Heads and 1 School Business Manager
- School staff
- Parents and families
- External agencies
- Local Authority
- DfE
- Ofsted

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.