**JOB DESCRIPTION - POST OF INTERIM HEADTEACHER, ST MARK’S CE PRIMARY SCHOOL, BRIGHTON**

This job is subject to the general conditions of service for a Headteacher as set out in the current School Teachers Pay and Conditions Document. This job description is underpinned by the National Standards for Headteachers 2020 and the Seven Principles of Public Life:

* Selflessness
* Integrity
* Objectivity
* Accountability
* Openness
* Honesty
* Leadership

**Main purposes of the job**

To provide aspirational, dynamic and inspirational leadership for the school, promoting a secure foundation to build upon the school’s strengths and high expectations, ensuring high quality education which inspires and motivates its pupils and improves standards of learning and achievement.

To continue to promote the school’s current Christian ethos, provide vision, leadership and strategic direction for the school, ensuring that it is managed and organised to meet its aims and targets, formulating policies for their implementation and development and, in close partnership with the governing board, SLT and staff, devise and monitor an agreed development plan.

To be committed to safeguarding and the welfare of all pupils, in a nurturing and inclusive environment, ensuring high standards of learning behaviour so that all pupils and staff can flourish in a happy, safe and caring environment.

To ensure high quality education, which inspires and motivates the pupils, ensuring that all pupils achieve their highest standards of attainment and that the school contributes fully to each pupil's educational, physical, social, cultural, moral, emotional, spiritual and overall personal development and wellbeing.

To work with and through others to ensure the commitment of the wider community to the school.

**Main Tasks**

**1. Strategic direction and development**

The Interim Headteacher will work with the governing board, SLT and all stakeholders to develop a shared vision and strategic plan, developing inquisitive, independent and confident young people who are equipped with all the skills they need for their lifelong learning journey.

The Interim Headteacher will:

Articulate and promote **the school’s distinctive aims and ethos** by working with governors and school staff to affirm and develop the school’s distinctive Christian vision, ensuring it is clearly articulated, understood and acted upon by all, identify and keep under review the aims and objectives of the school, and formulate policies and plans for their implementation and development.

Model **exemplary professional behaviour** towards pupils, staff, governor and others in the school community in terms of attitude, relationships and continual professional development.

**Build and maintain professional high-quality practice** throughout the school, promoting continuous improvement in the quality of pupil experience.

Take direct responsibility for t**he school’s continuous improvement** through rigorous self-evaluation and improvement planning.

**Keep up-to-date** with any proposed or actual changes in legislation, guidance and research that is relevant to the school.

**Engage parents/carers effectively** in the education and development of their children.

**Encourage innovation, creativity and flexibility** in the change process, enabling collective responsibility to take responsibility for whole school improvement.

**2. Leadership and Management**

The Interim Headteacher will lead by example, providing ambitious, inspiring and thoughtful leadership for staff, pupils and wider school community.

The Interim Headteacher will:

* P**romote the Christian vision, ethos and values** that underpin the school.
* **Create a culture** where pupils experience a positive and enriching school life.
* Ensure that the school remains committed to **safeguarding and promoting the welfare** of children and young people and ensure that all staff and volunteers share this commitment.
* **Oversee progress in all areas** of school by agreeing performance criteria and monitoring progress towards their achievements.
* **Recruit, retain and deploy high calibre staff** appropriately to achieve the visions and goals of the school and manage own and others’ workload to ensure an appropriate work/life balance.
* **Support and motivate all staff** to enable them to carry out their respective roles and achieve high standards, **celebrating the achievements** of individuals and teams and **holding staff to account** for their professional conduct and practice, taking appropriate action when performance is unsatisfactory**.**
* Ensure staff have access to high-quality, sustained **professional development opportunities**, aligned to balance the priorities of whole-school improvement, team and individual needs.
* Promote and ensure **equality of opportunity** and fairness in school life, complying with all relevant legislation.

3. **Leading Teaching and Learning**

Headteachers have a central responsibility for raising the quality of teaching and learning and for pupils’ achievement. This requires setting high expectations, monitoring and evaluating the effectiveness of learning outcomes.

The Interim Headteacher will:

* Set the **overall curriculum strategy** and statement for the school, in conjunction with the governing board and in accordance with current educational challenges and future trends, ensuring it is relevant to the individual needs of the pupils and the school.
* Ensure the **School Improvement Plan** is based on **rigorous self-evaluation**, and ensure its delivery, with a clear impact on school improvement.
* I**nspire and support outstanding practice in learning and teaching,** fostering a culture of excellence.
* Enable a consistent and **continuous focus on pupils’ progress and attainment,** drawing on a broad range of assessment information to monitor progress in every child’s learning, including those who are disadvantaged.
* Review and develop an **effective assessment, recording and reporting** system of pupil progress.
* **Monitor and evaluate** the quality of learning and teaching and promote improvement strategies.
* **Collaborate widely,** bringing external ideas and challenges to the school to aid in development, with the aim of enabling every child to reach their full potential and **extending their cultural capital.**
* **Demonstrate high expectations** and set stretching targets for the whole school, celebrating successes and challenging weaknesses supportively.
* Ensure that appropriate **pastoral care, guidance and support i**s available to all pupils, including the most vulnerable, those with special needs and disabilities.
* **Work effectively with schools and providers** in other key stages, to ensure successful transition and progression for pupils.

**4. Organisational Management**

Headteachers provide effective organisation and management of the school and seek ways of improving organisational structures and functions. The school should be organised to provide an efficient, effective, safe and happy learning environment.

The Interim Headteacher will:

* Have responsibility for **promoting and safeguarding the welfare of pupils** at the school.
* Share responsibility with the governing board for the sustainability of the school and **take the lead for financial control,** working closely with the school business manager and other staff.
* **Manage the school’s staff, financial, accommodation and other resources efficiently** and effectively, and monitor and evaluate the performance of the school and its finances, reviewing it regularly with the governing board.
* **Manage the school environment** efficiently and effectively, ensuring it meets the needs of the curriculum and health and safety requirements and regulations.
* Ensure **compliance with all statutory requirements.**
* Demonstrate a commitment to safe working practices and ensure rigorous approaches to identifying, **managing and mitigating risk**, creating a safe and caring environment for all pupils and staff.
* Adopt an innovative approach to **generating additional income** for the school.

**5. Accountability and Governance**

Headteachers are accountable to the pupils, parents/carers, governors and the local authority for the efficiency and effectiveness of the school, thereby promoting collective responsibility within the whole school community.

The Interim Headteacher will:

* Develop an organisation in which **everyone works collaboratively**, shares knowledge and understanding and accepts collective accountability for the success of the school.
* Provide information, objective advice and support to the governing board, and sustain effective relationships with the governing board, and the Chair of Governors in particular, to **ensure effective governance** of the school and the discharge of governing body responsibilities.
* Collect and use a variety of data to **understand the strengths and weaknesses of the school** in order to promote achievement and accountability for pupil learning.

**6. Continuous School Improvement, Strengthening Community/Partnership working**

Headteachers should **seek continuous school improvement** and collaborate with other schools, local partnerships and organisations, in order to share expertise and bring positive benefits to all.

The Interim Headteacher will:

* Establish meaningful relationships with other local schools and develop ways of sharing expertise and collaboration that can be built upon in the future.

**PERSON SPECIFICATION – POST OF INTERIM HEADTEACHER**

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| **Essential Criteria** | **When/how identified** |
| **Qualifications and Experience** | **Application Form/ Certificates / Interview / Testing** |
| Qualified teacher status | C |
| Demonstrable excellent classroom practice | AF/I |
| Headship/Deputy/Assistant headship experience in primary schools for at least 3 years  | AF/I |
| To have worked in at least two schools | AF/I |
| Work with external partners and other agencies for the well being of all pupils and their families | AF/I |
| Experience of setting ambitious expectations of eductional standards, preparing pupils from all backgrounds for their next phase of education and life | AF/I |
| Experience of promoting positive and respectful relationships across the school community | AF/I |
| Demonstrate an understanding of the importance of safeguarding, forming and maintaining appropriate relationships and personal boundaries with children and young people | AF/I |
| Demonstrate resilience in the leadership role | AF/I/T |
| Experience of forging constructive relationships beyond the school, working successfully with other schools and organisations in a climate of mutual challenge and support | AF/I/T |
| Experience of working effectively with governors, establishing and sustaining a professional working relationship | AF/I/T |
| **Knowledge, Skills and Attributes** |  |
| Proven ability to implement strategies for raising achievement and monitoring progress  | AF/I/T |
| An excellent understanding of how expert teaching across all subjects and phases, built on evidence-informed understanding of effective teaching and learning, leads to good outcomes | AF/I/T |
| Commitment to a broad, structured and coherent curriculum which sets out the knowledge, skills and values to be taught, and engages and enthuses children | AF/I/T |
| Ability to ensure valid, reliable and proportionate approaches are used when assessing pupils’ knowledge and understanding, using data analysis to support school improvement and decision making | AF/I/T |
| Knowledge of strategic financial planning, budgetary management and principles of best value | AF/I/T |
| Ability to lead and empower successful teams, developing leadership at all levels  | AF/I/T |
| Ability to lead and manage change | AF/I/T |
| Wide knowledge of the impact of current educational challenges and future trends | AF/I/T |
| Knowledge of the wider curriculum beyond school and the opportunities it provides for pupils and the school community | AF/I/T |
| Ability to ensure the school works effectively in partnership with parents, carers and professionals to best support all children | AF/I/T |
| Ability to communicate effectively with a wide range of audiences | AF/I/T |
| Ability and experience in supporting and developing staff effectively, including the ability to recognise achievement, monitor and evaluate work and address poor performance, and achieve work-life balance | AF/I/T |
| Excellent organisational and interpersonal skills and flexible management style  | AF/I/T |
| Ability to establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils | AF/I/T |
| Commitment to the promotion of an inclusive school community that holds ambitious expectations for all pupils with additional and special educational needs | AF/I/T |
| **The Christian character of the school** |  |
| Be committed to leading a distinctively Anglican school, articulating and demonstrating the school’s Christian vision and values. | AF/I |
| **Desirable knowledge:** |  |
| Ability to manage the school efficiently & effectively, including HR, H&S, finance & premises  | AF/I/T |