

Headteacher, St Thomas' C of E Primary School

Department of Education, Sport and Culture

ISR: Group 1 L7-13

What will you do?

The Headteacher will work in partnership with the Governing Body to provide effective leadership and management of staff and pupils in order to provide, maintain and continuously improve the good quality of education provided to pupils.

The Headteacher is accountable and responsible for the following:

- The leadership and management of the teaching and support staff including SEN staff;
- Developing an effective working relationship with the Governing Body;
- Developing effective relationships with other professionals (e.g. Inclusion and Safeguarding, Manx Language team, Peripatetic Music team) and with officers of the Department of Education, Sport and Culture and other Isle of Man Government Departments (e.g. Education Improvement Service, Legal and Administration; Health and Safety, Finance and Human Resources teams supporting the Department from shared services);
- Developing strong cross agency working to support pupils;
- Developing strong and productive relationships with parents and carers which allow them to support their child's learning;
- Working effectively with the local community to support the school's educational provision.

What does that involve?

Key accountabilities and responsibilities:

- To provide Governors, staff and pupils with strong leadership based on a distinct vision for the development of all aspects of the work of the school.
- To work with the staff and Governing Body to develop and implement an appropriate range of school-specific procedures and policies which ensure that the policies of the Department of Education, Sport and Culture are implemented.
- To provide overall strategic leadership for the school, developing and implementing a clear vision and values and setting out priorities.
- To work with Governors and staff to plan for the strategic development of the school and to review and evaluate its progress towards its targets for improvement.
- To promote and ensure educational inclusion for all pupils, within the whole ability range.
- To ensure a consistent and continuous school-wide focus on pupil attainment and achievement, using school performance data to monitor the progress of every pupils' learning.
- To monitor and evaluate the quality of learning and teaching across the school.
- To set a standard and lead learning and teaching in the school, setting high expectations of staff to ensure that the best quality education is provided in schools.

- To manage the work of teaching and support staff in order to ensure that pupils receive their curriculum entitlement.
- To ensure the effective deployment of resources, including staffing, across the school.
- To participate in the selection and appointment of the teaching and non-teaching staff of the school.
- To delegate duties to the deputy headteacher and teachers with subject and/or aspect responsibilities;
- To ensure effective staff performance management in accordance with the agreed Appraisal scheme.
- To promote and ensure the safety and well-being of all pupils and staff, within the school.
- To be responsible for putting appropriate safeguarding measures in place to ensure the proper protection of all pupils and contribute, as required, to inter-agency working focused on protecting and ensuring the welfare of children.
- To be responsible for good order and discipline, at the school, at all times.
- To take responsibility as the financial accounting officer for the school.
- To manage the school's resources efficiently and effectively in order to provide best value for money.
- To promote positive engagement with parents and the wider community in order to support children's learning.
- Fulfilling those requirements, set out in the Teachers' Standards document, which are applicable to the role undertaken by the headteacher (and/or any other relevant standards which form part of agreed terms and conditions for teachers in England).

See the Terms and Conditions of Service for Teachers document for full list of "Professional Duties of Headteacher"

Safeguarding

The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings inset days etc., as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school/service's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children School/Service, they must report any concerns to the designated Safeguarding lead in their area or to the department's Child Protection and Safeguarding Officer.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated Officer.

What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
Credibility		
Qualified Teacher status.	E	CV/Pre-employment Checks
Further relevant qualification.	D	CV
NPQH/LPSH.	D	CV
Sufficient relevant experience as a teacher in the primary phase	E	CV
Experience of teaching more than one Key Stage.	D	CV
Sufficient relevant experience as a primary school Deputy Headteacher, Assistant Headteacher or Acting Headteacher.	E	CV
Use of performance data to raise standards.	E	CV/Assessment
Sufficient relevant experience in managing school improvement.	E	CV/Assessment
Capability		
Up-to-date knowledge of how children learn and the implications for the curriculum, learning and teaching, including the IOM Essentials for learning curriculum.	E	CV/Assessment
Evidence of effective use of monitoring and evaluation strategies to bring about school improvement.	E	CV/Assessment
Ensuring that all children have equality of opportunity especially children with AEN.	E	CV/Assessment
Communicates clearly a vision for the development of the school.	E	Assessment
Develops confidence of the staff, including ability to inspire, coach and develop them and delegates appropriate tasks and responsibilities.	E	CV/Assessment
Demonstrates an ability to think and plan strategically.	E	Assessment
Manages own and other people's time well.	E	Assessment
Demonstrates a commitment to working with parents and governors in order to bring about school improvement.	E	Assessment
Character		
Well-developed inter-personal skills and the ability to form positive relationships.	E	Assessment
Ability to communicate effectively with a range of audiences.	E	Assessment
Ability to inspire, motivate and empower others.	E	Assessment
Professionalism and credibility.	E	Assessment
Able to encourage innovation and support change.	E	Assessment
Enthusiastic and optimistic about education.	E	Assessment
A commitment to promoting a Christian ethos.	E	CV
Other requirements		
Isle of Man Worker.	D	Application
Satisfactory Police Check.	E	Pre-employment Checks