



**Job Description**  
**NORTHERN PARADE INFANT AND JUNIOR**  
**SCHOOL**  
**Headteacher**



<b>Post Title</b>	<b>Headteacher</b>
<b>Qualities</b>	<ul style="list-style-type: none"> <li>● Uphold the national standards for Headteachers</li> <li>● Uphold trust in the leadership of the school and maintain high standards of professional conduct and behaviour</li> <li>● Build positive and respectful relationships with all members of the school community and communicate effectively with all stakeholders</li> </ul>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>● Establish and sustained the school's ethos and strategic direction together with the governing body, Trustees and through consultation with the children, parents and wider community.</li> <li>● Deliver an ambitious creative all-round curriculum that develops the whole child.</li> <li>● Ensure the needs of all children are met including the needs of children with special educational needs and disabilities.</li> <li>● Lead on the safeguarding of pupils ensuring their welfare is prioritised.</li> <li>● Identify barriers to school effectiveness and develop realistic strategies for school improvement.</li> <li>● Ensure school improvement strategies are effectively implemented monitored and evaluated.</li> <li>● Manage the operational aspects of the school on a day-to-day basis with delegated responsibility.</li> <li>● Allocate financial resources appropriately efficiently and effectively.</li> <li>● Establishing and overseeing systems processes and policies so the school can operate effectively.</li> <li>● Carry out the professional responsibilities set out in DfE school teachers' pay and conditions document.</li> </ul>
<b>Reporting to</b>	Executive Headteacher & Chief Executive Officer
<b>Liaising with</b>	Senior Leadership Team, teaching/support staff; external agencies and parents. Headteachers, Executive Team and Trustees within King's Group Academies
<b>Working Time</b>	195 days per year.
<b>Disclosure level</b>	Enhanced
<b>MAIN (CORE) DUTIES</b>	
<b>School culture and behaviour</b>	<ul style="list-style-type: none"> <li>● Create a collaborative well rounded learning culture where all the pupils are individuals and experience a positive and enriching school life.</li> </ul>

	<ul style="list-style-type: none"> <li>● Uphold educational standards to prepare pupils from all backgrounds and abilities for future education and life.</li> <li>● Ensure a culture of teamwork start professionalism development and well-being.</li> <li>● Encourage high aspirations for all pupils in their social emotional moral spiritual and academic development.</li> <li>● Enable people to become critical thinkers curious resilient willing to take risks and to seek out challenges.</li> <li>● Encourage high standards of behaviour from pupils.</li> <li>● Ensure consistent and fair approaches to managing behaviour in line with the school's behaviour policy which is regularly reviewed and evaluated.</li> </ul>
<b>Teaching, Curriculum and Assessment:</b>	<ul style="list-style-type: none"> <li>● Ensure the teaching of an ambitious, wide-ranging and structured curriculum.</li> <li>● Establish and sustain high-quality teaching across all subjects and phases, based on evidence, focusing on areas identified in the Academy Improvement Plan.</li> <li>● Establish curriculum leadership, to ensure teaching is underpinned by subject expertise including supporting subject leaders with relevant access to resources, training and professional networks.</li> <li>● Promote a culture of innovation which reflects a progressive approach to education.</li> <li>● Effectively use pupil assessment to test knowledge and understanding of the curriculum, informing strategy and change.</li> <li>● Additional and special educational needs (SEN) and disabilities <ul style="list-style-type: none"> <li>○ Promote a culture and practices that enables all pupils to access the curriculum</li> <li>○ Have ambitious expectations for all pupils with SEND</li> <li>○ Ensure that the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate</li> <li>○ Make sure the school fulfils all its statutory duties regarding the SEND Code of Practice</li> </ul> </li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>● To oversee curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the Academy's Mission and Strategic Objectives.</li> </ul>
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>● Promote a culture that encourages and enables staff development.</li> <li>● Ensure staff have opportunities to access appropriate, high standard professional development.</li> <li>● Ensure performance management systems are effective in supporting staff with a focus on continuous improvement.</li> <li>● Evaluate the impact of all professional development opportunities on outcomes for children.</li> <li>● Keep up to date with developments in education.</li> <li>● Seek training and continuing professional development to meet own development needs.</li> </ul>

<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>● To help to implement Academy and Trust quality procedures and to adhere to those.</li> <li>● To oversee to the process of monitoring and evaluation of the curriculum area/department in line with agreed Academy procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> <li>● To oversee the review from time-to-time methods of teaching and programmes of work.</li> <li>● To oversee the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.</li> </ul>
<b>Management Information</b>	<ul style="list-style-type: none"> <li>● To maintain appropriate records and relevant accurate and up-to-date information for MIS, registers, etc.</li> <li>● To complete the relevant documentation to assist in the tracking of students.</li> <li>● To oversee the tracking of children’s progress and use information to inform teaching and learning.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>● To communicate effectively with the parents of students as appropriate.</li> <li>● Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.</li> <li>● To follow agreed policies for communications in the Academy.</li> </ul>
<b>Marketing and Liaison</b>	<ul style="list-style-type: none"> <li>● To lead on marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools.</li> </ul>
<b>Managing the school</b>	<ul style="list-style-type: none"> <li>● Be responsible for ensuring staff and pupils’ safety and welfare through effective approaches to safeguarding</li> <li>● Retain and recruit suitably qualified staff and manage staff well with due attention to workload</li> <li>● Ensure rigorous approaches to identifying, managing and mitigating risk</li> <li>● Prioritise and allocate financial resources appropriately, ensuring appropriate and efficient use of public funds</li> <li>● Ensure a collaborative approach to school improvement which draws on the expertise and knowledge of all the community and stakeholders</li> </ul>

<p><b>Pastoral System</b></p>	<ul style="list-style-type: none"> <li>● To promote the general progress and well-being of the children.</li> <li>● To lead the implementation of the Academy's Pastoral System.</li> <li>● To encourage the full attendance of children and their participation in other aspects of Academy life.</li> <li>● To evaluate and monitor the progress of students and keep up-to-date student records as required.</li> <li>● To be responsible for the preparation and successful implementation of Academy Improvement Plans and progress files and other reports.</li> <li>● To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>● To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff</li> <li>● To be responsible for the successful implementation of the behaviour management systems so that effective learning can take place.</li> </ul>
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<p><b>Other Specific Duties</b></p> <p>To positively engage in the performance review process and in your own professional development including induction and in-service training opportunities and appraisal. To make your own contribution to the community life of the Academy.</p> <p>Adhere to all Academy policies.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the Academy.</p> <p>The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p><b>NORTHERN PARADE INFANT AND JUNIOR SCHOOL</b> is committed to equality of opportunity. We positively welcome applications from all sections of the community.</p> <p><b>NORTHERN PARADE INFANT AND JUNIOR SCHOOL</b> is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance for this Academy.</p>
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**DATE: March 2021**