



## South Moreton School

### Headteacher Job Description and Person Specification



South Moreton School values all its pupils' achievements and actively nurtures their academic, social and emotional development and well being. Through teamwork, committed self-evaluation and rigorous school improvement we have grown into a vibrant and innovative learning community. Our wonderful pupils are friendly, enthusiastic and lively and are supported by committed governors, parents, carers and wider village communities. South Moreton School is a centre of excellence and creativity that challenges, motivates and inspires all its learners.

The role of Headteacher has, at its core, the responsibilities of:

- learning and teaching,
- leading the school,
- working with others

### Job description

#### Learning and Teaching

In South Moreton School, the search for excellence is given expression in learning and teaching that responds to the needs and aspirations of its pupils and acknowledges their individual worth. You will be responsible for raising the quality of learning and teaching and for pupils' achievement. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. As a leader in learning and teaching you will:

- develop a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning
- ensure that learning is at the centre of strategic planning and resource management
- establish creative, responsive and effective approaches to learning and teaching
- enhance the culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.

## **Leading the school**

As Headteacher you will be expected to provide effective organisation and management of the school seeking ways of improving its organisational structures and functions based on rigorous self-evaluation. You will need to ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. Your aim will be to build capacity across the workforce and manage the deployment of resources to meet the needs of the school and achieve value for money. As a dynamic leader you will:

- manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, safeguarding, and health and safety regulations and reflects an ethos in which all individuals feel valued and in which they can reach their full potential as set out in the Ethos and Values statement of ODST (Oxford Diocesan Schools Trust).
- produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities
- using strategic financial planning, budgetary management and principles of best value, manage the school's financial and human resources effectively to achieve the school's educational goals and priorities
- recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school
- implement successful performance management processes with all staff
- use and integrate a range of technologies effectively and efficiently to manage the school
- regularly review own practice, set personal targets, taking responsibility for own personal development
- manage your own workload and that of your team.

## **Working with Others**

The governors of the school see the Headteacher's role as one of leadership of a learning community. Therefore your management of staff will need to demonstrate an awareness of their unique contribution as individuals. Working with and through others, managing effective relationships and communication will be important so that the school as a professional learning community is sustained and developed and that all are able to achieve. You will be responsible to the whole school community and accountable to a wide range of groups, particularly pupils, parents, carers and governors. As an effective communicator you will:

- treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- build a collaborative learning culture within the school and actively engage with parents, other schools and the wider community, for example The Didcot Partnership, the Parish Council and Out of School Club, to build an effective learning community
- develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
- support and develop a school ethos which acknowledges, welcomes and respects those of Christian persuasion, no faith and other faith backgrounds.
- work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities
- develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences.

## Person Specification

The governing body is looking for an individual who has the proven abilities to lead the School in order to shape its future through a shared vision. That vision should encompass core educational values, support and sustain creativity and innovation, and seek to promote tolerance of all faiths. Your leadership will need to ensure that strategic planning takes account of the diversity, values and experience of our school and community at large. To carry out their responsibilities effectively, the successful candidate will need to demonstrate specific professional knowledge and understanding and a range of leadership, management and personnel skills and attributes across the three key areas of responsibility.

Qualification Requirements	Method of Assessment
	<i>Application Form, Interview, References</i>
<ul style="list-style-type: none"> <li>▪ Must have QTS (Qualified Teacher Status)</li> <li>▪ Evidence of regular and appropriate professional development</li> <li>▪ Evidence of recent senior leadership and management experience in at least two schools</li> <li>▪ Substantial and relevant experience of working in the primary sector</li> <li>▪ Must fulfil at least one of the following requirements:               <ul style="list-style-type: none"> <li>○ Registered and working towards NPQH (National Professional Qualification for Headship, or holder of NPQH)</li> <li>○ Serving or returning Headteacher</li> </ul> </li> </ul>	

Key Area 1	Method of Assessment
<i>Leading Learning and Teaching</i>	<i>Application Form, Interview, Assessment Process, References</i>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Strategies for raising achievement and achieving excellence</li> <li>▪ Models of learning and teaching</li> <li>▪ Use of new and emerging technologies to support learning and teaching</li> <li>▪ Principles of effective teaching and Assessment for Learning</li> <li>▪ Strategies for ensuring inclusion, diversity and access</li> <li>▪ Curriculum design and management</li> <li>▪ Tools for data collection and analysis</li> <li>▪ Performance monitoring and evaluation</li> <li>▪ School self evaluation</li> <li>▪ Strategies for developing effective teachers</li> </ul> <p><b>Professional Qualities</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrates effective teaching that meets the needs of the child and raises achievement and standards</li> <li>▪ Accesses, analyses and interprets information</li> <li>▪ Celebrates excellence and challenges poor performance</li> <li>▪ Is committed to:               <ul style="list-style-type: none"> <li>○ Raising standards for all in the pursuit of excellence</li> <li>○ Continuous learning for the entire school community</li> <li>○ Engagement of all pupils in effective learning and teaching</li> <li>○ Choice and flexibility in learning to meet the personal learning needs of every child</li> </ul> </li> </ul>	

Key Area 2	Method of Assessment
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<b>Leading the School</b>	<b>Application Form, Interview, Assessment Process, References</b>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Understanding of school self-evaluation</li> <li>▪ Principles and strategies of school improvement</li> <li>▪ Project management for planning and implementing change</li> <li>▪ Policy creation, through consultation and review</li> <li>▪ Budgetary management and principles of best value, experience of strategic financial planning desirable</li> <li>▪ Performance management</li> <li>▪ The use of new and emerging technologies to enhance organisational effectiveness</li> <li>▪ Understanding of leadership role in development of pupils and staff</li> </ul> <p><b>Professional Qualities</b></p> <ul style="list-style-type: none"> <li>▪ Is committed to establishing a collaborative school vision of excellence</li> <li>▪ Inspires, challenges, motivates and empowers others to carry the vision forward</li> <li>▪ Manages the school efficiently and effectively on a day-to day basis</li> <li>▪ Delegates management tasks and monitors their implementation</li> <li>▪ Appropriately plans and organises themselves and others</li> <li>▪ Makes professional, management and organisational decisions based on informed judgements</li> <li>▪ Thinks creatively to anticipate and solve problems</li> <li>▪ Is committed to: <ul style="list-style-type: none"> <li>○ Working effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all pupils</li> <li>○ Individual, team and whole school accountability for pupil learning outcomes</li> </ul> </li> </ul>	

<b>Key Area 3</b>	<b>Method of Assessment</b>
<b>Working with Others</b>	<b>Application Form, Interview, Assessment Process, References</b>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Strategies to promote self and staff development</li> <li>▪ Building and sustaining a learning community</li> <li>▪ The relationship between managing performance, continuing professional development and sustained school improvement</li> <li>▪ Wider curriculum beyond school and the opportunities it provides for pupils and the school community</li> <li>▪ Strategies that encourage parents and carers to support their children’s learning</li> <li>▪ What constitutes a safe and supportive school culture</li> </ul> <p><b>Professional Qualities</b></p> <ul style="list-style-type: none"> <li>▪ Fosters an open, fair and equitable culture and manages conflict</li> <li>▪ Develops, empowers and sustains individuals/teams</li> <li>▪ Collaborates and networks with others within and beyond the school</li> <li>▪ Challenges, influences and motivates others to attain high goals</li> <li>▪ Engages in a dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities</li> <li>▪ Listens to, reflects and acts on community feedback</li> <li>▪ Builds and maintains effective relationships with parents, carers, partners and the community that enhance the education of all pupils.</li> <li>▪ Is committed to: <ul style="list-style-type: none"> <li>○ Effective teamwork within the school and with external partners</li> <li>○ Working with other agencies for the well being of all pupils and their families</li> </ul> </li> </ul>	

- Involving parents and community in supporting the learning of children and in defining and realising the school vision; local examples include the Out of School Club, Parish Council, the Didcot Partnership
- Collaborating and networking with other schools to improve outcomes

An informal visit to the school is encouraged. Please contact Amanda Smith on 01235 813110, or e-mail: [office.2566@south-moreton.oxon.sch.uk](mailto:office.2566@south-moreton.oxon.sch.uk) for more information and to arrange a visit.

Application forms and more information from [Angela.Eaton@oxford.anglican.org](mailto:Angela.Eaton@oxford.anglican.org).

Closing Date: Monday 27 November 2017. Interviews will be held on Thursday 7 December 2017