



Edinburgh Primary School



JOB DESCRIPTION

Job Title: Head teacher

Range: L21 – L27

Contract type: Full Time

The Head teacher will be accountable to the Governors and together they will be responsible for the strategic leadership of the school.

The post will be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

Purpose of job

- To provide vision and inspiration for the school.
- To provide leadership, organisation and management of the school.
- To work with the governing body and staff to develop and implement the school's strategic plan.
- To lead by example and model best practice regarding professional conduct, workload and personal development.
- To ensure high quality education across all age groups and abilities in order to ensure that all children achieve their potential.
- To work collaboratively with the different head teachers in the soft federation to secure excellent outcomes for all pupils.
- To be a role model for all in our community and take an active part in the development of local and national initiatives.

Ethos

To maintain and develop the current special ethos of the school by;

- Building positive relationships with all members of the school community.
- Delivering a broad, balanced and creative education.
- Providing a safe, calm and well-ordered environment for all pupils and staff, focusing on safeguarding pupils and maintaining exemplary behaviour.
- Demanding ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- Respecting equality and celebrating diversity in all aspects of school life.
- Motivating staff and supporting them to develop their skills and knowledge.

Leadership, management and accountability

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing an excellent education for all pupils.
- Lead and manage teaching and support staff, holding them to account for their professional conduct and practise.
- Monitor progress towards the achievement of the school's aims and objectives.
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- Enable all children to maximise achievement and minimise all forms of educational disadvantage.
- Work with political and financial astuteness, translating policy into the school's context.
- Identify emerging talents, coaching current and aspiring leaders.

Teaching, learning and curriculum

- Ensure excellent teaching in the school through a system of monitoring, appraisal, training and development.
- Implement systems for managing the performance of all staff, addressing any underperformance and supporting staff to improve.
- Encourage the development of confident, independent learners across the school.
- Ensure that all children receive an excellent quality education tailored to their individual needs and abilities.
- Ensure that pupil achievement and progress are tracked, monitored and evaluated in a robust and rigorous manner and that this information is used to improve outcomes.
- Deliver the requirements of the EYFS and National Curriculum, encouraging creative teaching that does not place undue reliance on published schemes.
- Work with staff and parents/carers to ensure that children have access to extracurricular opportunities and other educational and social experiences.
- Ensure effective support and challenge for all children so that there is continuous improvement.

Strategic direction and development

- Work collaboratively with the staff and the governing body to shape the strategic direction of the school.
- Ensure that all policies and procedures meet statutory requirements and are monitored and reviewed regularly.
- Monitor safeguarding, bullying, exclusions, attendance, health and safety and racial incidents

- Manage change in response to any developments in the educational and political landscape.
- Develop effective relationships with fellow professionals.

Safeguarding, equal opportunities and diversity

- To be DSL (Designated Safeguarding Lead).
- Maintain an environment in which equal opportunities for all and the value of diversity are understood, visible and part of the everyday life of the school.
- Encourage personal and social responsibility.
- Identify and monitor the progress of vulnerable individuals or groups and to implement such interventions as may be effective to support them including the use of Pupil Premium and SEND funding.

Parents, carers and the wider community

- Create and maintain an effective partnership with parents/carers to support and improve children's achievement and personal development.
- Ensure that the school engages and communicates with the parents/carers in order to provide them with necessary information and to encourage their involvement in the life of the school.
- Encourage and support the school's engagement with the wider community in order to promote a positive image of the school and to identify potential opportunities

The contents of this job description may be amended at any time following discussions between the Governing Body and the Head teacher, and will be reviewed annually.