

# **JOB DESCRIPTION & PERSON SPECIFICATION**

## **Head teacher**

### **Job Description**

1. To work with the Executive Headteacher and Trustees in all aspects of leadership and management and to take responsibility for managing and developing learning and teaching, curriculum, assessment and enrichment throughout the school.
2. To work with the Executive Headteacher and Trustees to ensure the school comply with the independent school standards.
3. Promote and respect and uphold the Islamic ethos and of the school.
4. To take on the role of Headteacher within one term of appointment

### **General Responsibilities**

1. The Headteacher is to take a central role in assisting the Executive Headteacher and Trustees to develop the school in accordance with its shared values and the school development plans.
2. To maintain an ethos that enables individuals to feel valued and where personal endeavour and responsibility are fostered.
3. The Headteacher is to be a qualified teacher with experience in teaching across a wide age range; an experienced curriculum and team leader, a leader in assessment for learning and assessing pupils' progress and a key person in the senior management team, possibly as a Deputy Headteacher will lead and manage teaching and learning [or other key responsibility/ies] across the school.

### **Specific Responsibilities**

1. The Headteacher may also have to teach classes to model good practice, develop relationships, support training and development and ensure 'quality teaching first' and secure the smooth running of the school.
2. The Headteacher will take lead responsibility for ensuring the best possible curriculum offer, provision, well being, progress and achievement for all children especially through enrichment, creative learning, partnerships and collaboration.
3. The Headteacher will maintain high personal moral standards and will set an example of these standards to others whilst demonstrating high quality leadership of the school. In addition he will make sure that the ethos and vision of the school is reflected in both strategic development and planning.

4. The Headteacher will lead by example and ensure that the school offers a high quality, exciting, engaging, well resourced, differentiated and well matched curriculum for all children.

In particular, the Headteacher will be required:

## **Leadership and Management**

1. Work in very close partnership with and support the Executive Headteacher in the effective day to day management of the school and school community including recruiting and inducting staff, developing and implementing safeguarding, health and safety policies, leading assemblies and staff meetings, arranging cover for absent staff or staff on PPA/training, hosting and organising whole school events such as open days and parents evening, and responding to the views, needs and requests of children, staff, parents, governors and visitors.
2. Work with the Executive Headteacher, staff and Trustees in the development, implementation and review of school improvement plans including regular monitoring and evaluation of standards and quality of provision supporting school governance by attending meetings where appropriate and ensuring that all governors are able to play an active and informed part in school management and development.
3. Work with the whole staff to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour.
4. Work with the Executive Headteacher in the school's achievement reviews and target setting processes by taking a major role in assessment and actively supporting and securing the school's success in national tests.
5. Take a leading role in the senior management team by having special responsibility for ensuring that the school assesses and monitors the progress and achievement of all children and groups of children. The Headteacher will be responsible for collating evidence for specific sections of the school's Self Evaluation especially those relating to standards and attainment.
6. Lead teachers to ensure that all teaching, learning and assessment policies and protocols are in place and up to date and, where possible, recognised and validated quality assurance awards are secured.
7. Provide leadership in the development and management of all teaching and learning and in the creation and maintenance of high quality, stimulating, well resourced and child friendly learning environments
8. Assist in the line management of classroom based staff including timetabling and allocation of classes, duties and tasks, managing and developing roles to ensure the provision of high quality interventions and support for children's progress, achievement, well being and good behaviour.
9. Manage CPD (continuous professional development) for all staff ensuring their needs are identified and met through quality training opportunities within available

resources. This includes managing the inset program and providing / sourcing training opportunities for whole, groups of and individual staff.

10. With the Executive Headteacher share responsibility for the induction and deployment of new staff, voluntary help, work experience students, trainee teachers/students and parents/carers working in classrooms and throughout the school ensuring all safeguarding requirements are met and that their work in school supports the learning and well being of all children.
11. Work with the leadership team in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards.
12. Ensure that there is a very safe, secure, effective and pleasing environment for all users. With the Executive Headteacher be aware and implement both Health and Safety and Child protection regulations, carry out regular risk assessments and keep the school's Health and Safety and Child Protection policies at all times current, under review and accessible to and used by all staff.

## Teaching and Learning

Determine, organise and implement a broad and balanced curriculum and implement an effective assessment framework.

1. Ensure that learning is at the centre of strategic planning and resource management; lead and support the teaching and learning of all children within the school providing and promoting models of excellent classroom practice through whole class and group teaching, coaching, mentoring and supporting self evaluation for all teaching and learning staff .
2. Establish creative, responsive and effective approaches to learning and teaching and ensure a culture and ethos of challenge and support where all pupils can have a voice, achieve success and become highly engaged in their own learning and be enabled to actively support the learning of others.
3. Design, develop and implement systems for the collection of useful, timely, and accurate assessment data to track the progress of individual and groups of children in order to inform planning, evaluate performance, track progress and secure raised achievement across all key stages. This will include agreeing and articulating high expectations and setting challenging targets for the whole community.
4. Monitor the effectiveness of teaching and learning including teachers' planning, work sampling and scrutiny, lesson observations, supporting auditing and reporting outcomes, successful or otherwise and planning next steps and future actions.
5. Take a strategic role in the development of new and emerging technologies with a view to enhance and extend the learning experience of pupils.

## **Strengthening Community**

1. Promote and model good relationships with parents and carers, which are based on partnerships that support and improve pupils' learning and achievement.
2. Contribute to the development of the school as a community, strengthening partnerships with families, neighbours, our local and wider community, other schools, services and the local authority.
3. Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its prestige within the wider community. Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
4. Contribute to policies and practices which promote equality of opportunity and tackle prejudice and discrimination, support staff well being and work-life balance and help to ensure we provide access to opportunities for growth, achievement and success for all adults and children in school.
5. Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community; to achieve economic well being and to make an active contribution.

## **Other Duties and Responsibilities**

Any other duties that the Executive Headteacher and/or the Board of Governors through the Chairperson may, from time to time, ask the post-holder to perform.

## Person Specification

	Essential to Post
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Recent, relevant in-service training record and certification - particularly in relation to teaching and learning and assessment and in relation to leadership and management.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working as a Deputy Headteacher</li> <li>• Evidence of being an excellent classroom practitioner</li> <li>• Experience as a team leader/manager</li> <li>• Experience of working with children across the appropriate age range</li> <li>• Experience of working with parents and carers, outside agencies, in partnerships and collaboration to secure achievement, enrichment opportunities and resources for children</li> <li>• Experience of delivering training to others</li> <li>• Experience of classroom observation and providing feedback to teaching and support staff</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Able to effectively manage children's behaviour in a positive way and to promote good relationships and good behaviour</li> <li>• Able to work as part of the senior leadership team and take responsibility</li> <li>• Highly developed interpersonal skills - able to talk effectively to children, parents, governors, external professionals and colleagues.</li> <li>• Able to liaise effectively with agencies, build good working relationships and rapport with colleagues.</li> <li>• Excellent written and verbal communication and able to help the school raise standards of achievement.</li> <li>• Able to produce careful, accurate, positive and well written reports, policies, guidance, letters and memos.</li> <li>• Able to read and use data for assessment and to use a range of sources of evidence to make judgements and identify next steps (e.g. Lesson Observations, scrutiny of work.)</li> <li>• Confident in the use of ICT as a teaching, learning, communication and administrative tool</li> <li>• Able to multi-task and to effectively manage a wide and extensive portfolio</li> </ul>
<b>Personal Qualities &amp; Attributes</b>	<p>Creative, warm, engaging, transparent and intelligent Well organized, calm and very positive, confident and assuring</p> <ul style="list-style-type: none"> <li>• Able to quickly engage and build appropriate relationships with children</li> <li>• High levels of emotional literacy</li> <li>• Able to lead, encourage, inspire, motivate staff</li> </ul>

	<ul style="list-style-type: none"><li>• Dependable and reliable, with an excellent record of attendance</li><li>• Willing to go the extra mile, have high levels of stamina, energy and determination</li><li>• Effective team leader/member and a model of professionalism</li><li>• Flexible, able to respond quickly to changes and think on your feet</li></ul>
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### **Remuneration**

The starting salary will be commensurate with the qualifications and experience of the person appointed.

The appointment can be terminated by one term's notice on either side.

The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.

This job description is current at the date shown, but in consultation with you, may be changed by the Management to reflect or anticipate changes to the job commensurate with the grade and job title.

**Tayyibah Girls School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check.**