

The Wroxham School/Peartree Primary School

Post:	Headteacher/ Head of School
Pay range:	Negotiable
Reporting to:	CEO/ Executive Head

Ivy is a charity whose purpose is to provide education for the public benefit – this vision is based on four principles:

- We are one family of schools
- A good education is a birthright;
- We want to make it easy to make a difference; and
- We believe local leaders know their schools best.

Overall purpose of the post:

- To formulate the aims and objectives of the school and provide overall strategic leadership
- To establish procedures for achieving these aims and objectives
- To manage staff and resources to that end
- To monitor progress towards the achievement of the school's aims and objectives
- To lead by example and model best practice regarding professional conduct, workload and personal development
- To be a role model for all in our community

Main duties and responsibilities

Qualities and knowledge

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Communicate the school's vision compellingly and drive strategic leadership
- Seek training and continuing professional development to meet own needs

Pupils and staff

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice

Systems and processes

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- To promote the non-negotiables of Ivy Learning Trust, including following agreed procedures for financial management, safeguarding of children and use of agreed assessment procedures
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the local governing board as appropriate, providing the information it needs to oversee provision effectively
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

The self-improving school system

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Be open to collaboration with other schools within Ivy
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership and share with the Ivy community
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

All staff will:

- Promote equality of opportunity
- Follow safeguarding guidelines and child protection policy/procedures
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Be committed to achieving the Trust values
- Promote the Trust in the community
- Work in partnership with all colleagues including the Trust Board/ LGBs
- Follow Ivy's Code of Conduct for employees

- Have regard for and act in accordance with Health and Safety policy/ practice
- Celebrate the success of pupils and staff

The post holder shall ensure that the duties of the post are undertaken with due regard to the Trust's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The job description should not be viewed as a comprehensive description of the post. 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 those in a position of authority to undertake work of a similar level that is not specified in this job description
- Work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children

Person Specification	
Post	Headteacher/Head of School
Pay range	Negotiable

Criteria	Qualities	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Degree • National professional qualification for headship (NPQH) (or working towards this) 	X X	X
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school, including excellent curriculum development • Proven record of successful teaching across the primary phase • Leading school self-evaluation and school improvement planning • Demonstrable experience at senior level of successful line management and high quality staff development 	X X X	
Skills and knowledge	<ul style="list-style-type: none"> • Clear understanding of translating vision into practice through developing and establishing effective systems • Understanding of how the use of effective assessment, both formative and summative, is integral to achieving excellent outcomes for all pupils • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to maximise resources for the benefit for all pupils 	X X X X	
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school 	X X	

	<ul style="list-style-type: none"> ● Ability to work under pressure and prioritise effectively ● Ability to demonstrate resilience and resourcefulness ● A solution focussed approach to school improvement ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding and equality ● Ability to build effective working relationships within their own school and between schools ● Ability to forge positive relationships with parents 	 X X X X X X 	 X X
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