

Job Description: Headteacher, Lilliput CE Infant School

Details of the role and professional responsibilities of a Headteacher are provided in the DfE's National Standards of Excellence for Headteachers. While the Headteacher is expected to meet those requirements and to carry out the duties as set out in the School Teacher's Pay and Conditions Document, we are looking for a Headteacher who will also regard the following as priorities in their leadership of the school.

Main Purpose

- Be a visionary leader who continually inspires, motivates and supports colleagues to provide an outstanding learning experience for every pupil in the school, fostering an environment of honesty and openness for all.
- Engender respect and trust throughout the school, and be able to plan and deliver improvements through effective leadership, management and delegation.
- Work closely with the local governing body and the wider Partnership to ensure all children are eager to learn, aspire to reach their full potential and grow as emotionally-intelligent, well-rounded individuals.
- Be welcoming and approachable, have high personal expectations as well as high expectations of colleagues, parents and pupils and show professional accountability, as well as deep loyalty to the school.
- Position Lilliput as a proactive and professionally generous member of the CLP family of schools.

Vision

- To establish and sustain the School's Christian ethos and strategic direction with the Partnership, the diocese and with the church and school community.
- Lead by example, drawing on own expertise and skills and that of others.
- Embrace and build on existing successful practice, whilst looking at effective and innovative ways to enhance the educational experience to enable each pupil to flourish.
- Maintain a wide, current knowledge and understanding of education and school systems and pursue own continuous professional development.
- Be able to translate local and national policy into the school's context, taking into account ethos and vision.

Leadership & Management – Curriculum and Learning

- Set the climate and standards for inspirational teaching to occur in every classroom.
- Ensure the creation of a rich and inspirational curriculum which meets the needs of every pupil.
- Expect ambitious standards to be set for all pupils, overcoming disadvantage and advancing equality, holding staff accountable for pupils' outcomes.
- Evaluate the school's performance accurately and consistently, identifying priorities and means of improvement.
- Build further upon the current collaborative, friendly and nurturing ethos of the school and the culture of open classrooms in order to share best practice.
- Support, care for and sustain the enthusiastic, dedicated and cohesive staff.
- Encourage and challenge colleagues at all levels to develop through high-quality training and sustained professional development.

- Build on existing strong partnerships with parents and carers, retaining an informal and open approach, ensuring they are well informed about the progress of their children and school curriculum, policies and achievements.

Leadership & Management - Systems and Processes

- Ensure that the school's systems, organisation and processes are well-considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity and aligning with the arrangements of the wider Partnership where appropriate.
- Exercise strategic, visionary, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, is in the best interests of pupils' achievements and the school's sustainability.
- Maintain the safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils, and recognising their exemplary behaviour in school and wider society.
- Work with CLP and local governors to recruit and retain staff of the highest quality, making appropriate arrangements for their induction to the school and.
- Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- Oversee rigorous, fair and transparent systems and measures for managing the performance, professional conduct and practice of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.

Shaping the Future & Strengthening Community

- Fully embrace the work of CLP, actively engaging in all discussions and developments.
- Share innovation and work with others in the Partnership to develop excellent practice.
- Ensure the school is outward-facing, working with other schools to champion best practice and secure excellent achievements for all pupils.
- Continue to foster links and further develop the strong relationships which exist with parents, Governors, the LA, the Diocese, the wider community and the agencies which support the school.
- Ensure that new initiatives are carefully planned and thoughtfully executed in order to meet objectives, through clear and open communication with pupils, staff and parents/carers.
- Identify emerging talents, coaching current and aspiring leaders.

Safeguarding

- Ensure that robust processes are in place to secure the welfare and safety of children, complying with both local and national requirements.
- Ensure that all staff share a strong commitment to safeguarding.

This job description will be reviewed annually as part of the Headteacher's appraisal arrangements.





Person Specification: Headteacher

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none">▪ Qualified Teacher Status▪ Evidence of, and commitment to, relevant continuing professional development	<ul style="list-style-type: none">▪ A relevant degree or higher degree qualification▪ NPQH qualification
Experience:	<ul style="list-style-type: none">▪ Significant senior leadership experience (not necessarily at Headteacher level).▪ A proven track record of effective leadership and implementing whole school initiatives which have brought sustained improvement.▪ Effective management of the performance, professional conduct and practise of colleagues, including addressing underperformance, supporting all staff to improve.▪ Understanding of the current Ofsted evaluation framework.	<ul style="list-style-type: none">▪ Leadership experience within an infant school environment▪ Recent experience of the inspection process.▪ Experience of collaborative working across schools.▪ Experience within a Church school.
Professional knowledge & skills:	<ul style="list-style-type: none">▪ Excellent understanding of how to achieve highly effective education.▪ Knowledge of the latest and proposed changes in educational policies and procedures.▪ Up to date knowledge of exemplary safeguarding practice.▪ Ability to articulate and communicate a vision for the development of the school, respecting our Christian values.▪ Have the credibility as an excellent teacher to monitor, evaluate and review classroom practice, promote improvement strategies and challenge underperformance at all levels.▪ Ability to accurately analyse and appropriately use performance data and other contextual information to identify areas for improvement.▪ Enhance the value of the school to the wider community and involve that community in enriching the learning experiences of pupils.▪ Ability to identify emerging talents and grow current and aspiring leaders.	<ul style="list-style-type: none">▪ Awareness of key policy areas key policy areas including inclusion and equal opportunities and health and safety.▪ Awareness of the Church of England vision for education▪ Knowledge of the wider legal and financial context of school leadership.▪ Exercise strategic, visionary, curriculum-led financial planning to ensure the effective use of budgets and resources.

Philosophy & Commitment	<ul style="list-style-type: none"> ■ Champion the pursuit of an inspiring educational experience for all where every pupil can achieve success and be engaged in learning. ■ Commitment to the school's wider community 	
Personal Attributes	<ul style="list-style-type: none"> ■ Set the highest standards of honesty, integrity and professionalism at all times. ■ A self-initiator and developer, capable of self-reflection and able to set challenging personal targets. ■ Ability to work accountably under authority. ■ Approachable, visible with the ability to inspire trust and commitment from the school community. ■ Excellent interpersonal skills to foster the links with staff and stakeholders, e.g. governors, parents/carers, Partnership, local community, etc. 	

The post holder may be required to travel to other local sites, including other CLP schools as part of routine networking

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, and Enhanced DBS check, Child Barred List check and satisfactory references. We will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not on the appointment panel will conduct the search and will only share information if and when findings are relevant and of concern. Applicants are advised that it is an offense to apply for the role if they are barred from engaging in regulated activity relevant to children.

