



## **HEAD TEACHER**

### **THE BISHOP OF HEREFORD'S BLUECOAT SCHOOL**

#### **Job Description**

**To carry out the professional duties of a head teacher as detailed in the School teachers' pay and conditions document**

#### **The Fundamental Role**

- To be a Christian leader who can support and actively promote the distinctive vision and ethos of our Church of England school.
- To articulate, communicate, motivate and enact our strategic vision of Bishops as with high quality, inclusive education at its heart.
- To inspire, challenge and empower all members of the school community to play their part in achieving that vision and to ensure outstanding outcomes for the students under their care.
- To manage resources effectively and innovatively in order to secure best value
- To ensure a safe and stimulating environment.
- To promote the school in the wider community and to work with others to support system wide improvement.

#### **The Head Teacher should ensure that their actions:**

- are focussed on learning, student progress and personal & spiritual development.
- demonstrate high quality leadership.
- reflect the highest possible professional standards.
- consistently model the values, vision and ethos of the school.
- promote an open, fair and equitable culture where all are able to express their views secure in the knowledge that their opinions are valued and respected.

#### **Accountability**

The Head Teacher is accountable to the Governing Body of The Bishop of Hereford's Bluecoat School in accordance with and subject to:

- the provisions of all applicable legislation and any orders and regulations having effect under the applicable legislation, and in particular the Education Act 1996(17).
- the instrument and articles of government of the school.
- the provisions of the funding agreement between the school and the EFA.
- any rules, regulations or policies made either by the EFA with respect to matters for which the Governing Body is not responsible.

#### **Key Responsibilities:**

##### **Whole school organisation, strategy and development**

- Providing overall strategic leadership and, with others, leading, developing and supporting the strategic direction, Christian vision and values, and priorities of the school.

**The Bishop of Hereford's Bluecoat School – Head teacher – Job Description and Person Specification**

- Developing, implementing and evaluating the school's policies, practices and procedures.

### Teaching

- Leading and managing teaching and learning throughout the school.
- Developing and implementing an innovative and appropriate curriculum to meet statutory requirements and having regard to the needs, experience, interests and aptitudes of our students.
- Promote a collaborative learning culture to secure outstanding progress and levels of attainment for all students across all Key Stages.
- Ensure that any gaps in progress and achievement are identified, understood and addressed.

### Leadership in a Church School

- Support and promote a vision of a Church school, witnessing to its Christian values in its local community.
- Provide professional leadership and management for the school, promoting a Christian ethos.
- Create an organisational structure which reflects the school's trust deed values and mission.
- Work with communities, including the local church and diocese, to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement and the spiritual development of students and staff.
- Demonstrate the vision and values in everyday work and practice.

### Health, safety and discipline

- Promoting the safety and well-being of students and staff.
- Ensuring good order and discipline amongst students and staff.
- Securing an environment characterised by outstanding behaviour for learning where students take pride in their school, have respect for others and respond positively to the high standards expected of them.
- Taking ultimate responsibility for safeguarding and promoting the health, safety and welfare of students and staff, providing a secure and inclusive climate where all feel safe, valued and secure.

### Management of staff and resources

- Recruiting, leading, managing and developing the staff, including appraising and managing performance.
- Developing clear arrangements for linking appraisal to pay progression and advising the Governing Body on pay recommendations for teachers.
- Demonstrating a commitment to staff development and welfare.
- Organising and deploying resources astutely and effectively within the school to maximize their use and value, including effective budgeting and strong contract management.
- Regularly reporting the school's financial status to the Governing Body
- Promoting harmonious working relationships within the school.
- Maintaining relationships with organisations representing teachers and other members of the staff.
- Leading and managing the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.
- Acting as the Accounting Officer.

### Professional development

- Promoting the participation of staff in relevant continuing professional development.
- Participating in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.

- Participating in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

### **Communication**

- Consulting and communicating with the students, staff, parents and carers and the Governors
- Ensuring the best use of public and social media to promote the school and disseminate information to stakeholders.
- Developing and sustaining effective relationships with the Governors, and with the Chair of Governors in particular, to ensure effective governance of the school.
- Collaborating and working with colleagues and other relevant professionals within and beyond the school, including relevant external agencies and bodies.
- Seeking opportunities to invite parents and carers, members of the Church family, community, business and other organisations into the school to enhance and enrich the school and its value to the wider community.

### **NOTES:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Governing Body.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

### **Keeping children safe in education - Safeguarding Children & Safer Recruitment**

The Governing Body of The Bishop of Hereford's Bluecoat School are committed to safeguarding and promoting the welfare of children and young people. The Head teacher must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced DBS check.

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### Person Specification

Qualifications and experience	How identified: A application I interview R reference
Graduate with qualified teacher status	A
Evidence of preparation for Headship through leadership development	A, R
Significant experience in secondary school(s) senior leadership	A, R
Experience of having secured good and sustained student progress through their own teaching and leadership	A, R, I
Proven experience of positive impact in: <ul style="list-style-type: none"> <li>Motivating, inspiring and leading staff</li> <li>Safeguarding and promoting the welfare and wellbeing of all students</li> <li>Strategic development planning and self-evaluation</li> <li>Raising standards in learning and teaching and improving outcomes of students</li> <li>Recruiting and developing effective teams and leaders</li> <li>Effective change management</li> <li>Personal experience of developing effective, sustainable relationships, securing respect and credibility when working with the school and wider community.</li> </ul>	A, R, I
Key Leadership skills	
1. Hold, demonstrate and articulate clear values and moral purpose which are focused on providing an excellent education. 2. Lead by example, modelling integrity, creativity, resilience, clarity and trust. 3. Demonstrate optimistic and inspirational personal behaviour, positive relationships and attitudes towards students, staff, parents and carers, governors and members of the local community. 4. Ability to delegate and distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making through honest and transparent communication. 5. Maintain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development. 6. Effectively lead and promote the Christian aims and values of the school.	I

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<p><b>Managing students and staff</b></p> <ol style="list-style-type: none"> <li>1. Foster, develop and communicate compellingly the school's vision and Christian ethos and drive forward strategies which empower all students and staff to excel.</li> <li>2. Demand ambitious standards for all students, overcoming disadvantage and advancing equality and instil a strong sense of accountability in staff for the impact of their work on students' outcomes.</li> <li>3. Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and students' well-being.</li> <li>4. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.</li> <li>5. Develop effective strategies for recruitment to ensure a high calibre, energetic and effective staff team.</li> <li>6. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.</li> <li>7. Identify emerging talents and coach current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.</li> <li>8. Hold all staff to account for their professional conduct and practice.</li> <li>9. Lead the spiritual development of all in the school community.</li> </ol>	<p>I</p>
<p><b>Governance and effective organisation</b></p> <ol style="list-style-type: none"> <li>1. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.</li> <li>2. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose and uphold the principles of transparency, integrity and probity.</li> <li>3. Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding and developing exemplary behaviour in school and in the wider society.</li> <li>4. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.</li> <li>5. Welcome strong governance and actively support the Board of Governors to understand its role and deliver all its functions effectively.</li> <li>6. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources in the best interests of students' achievements and the school's sustainability.</li> </ol>	<p>I</p>

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<b>Commitment to continual improvement</b> <ol style="list-style-type: none"><li>1. Promote an outward-facing culture working with other schools and organisations, in a climate of mutual challenge, to champion best practice and secure excellent achievements for all students.</li><li>2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all students.</li><li>3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.</li><li>4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.</li><li>5. Innovative, creative strategic leadership approaches to school improvement based on the school improvement plan, and governance, confident of the vital contribution of internal and external accountability.</li><li>6. Inspire and influence others - within and beyond schools to believe in the fundamental importance and value of education in young people's lives.</li></ol>	I
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