



Primary Head

Leadership and Management

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Demonstrate the vision and values of the school (4 pillars) in everyday work and practice, motivating and working with others to create a shared culture and positive climate.
- To play an active role as part of the SMT.
- Play a major role in formulating and reviewing the School Improvement Plan and the aims and objectives of the school.
- To establish clear expectations and constructive working relationships among staff and pupils.
- To maintain high expectations of all staff and be prepared to challenge poor performance.
- Maintain a high profile around the school.
- Treat people fairly and respectfully to create and maintain a positive school culture.

Teaching and Learning

- To maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment.
- Be a role model for good classroom practice and high professional standards.
- To inspire, challenge, motivate and empower others to attain challenging outcomes.
- To raise the quality of teaching and learning and pupil's achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes, including book scrutinies, planning checks, observation, discussion with pupils etc.
- Provide regular feedback for colleagues, both informally on a day-to-day basis and formally through appraisals, in a way which recognises good practice and supports their progress against professional and performance management objectives.
- Plan, organise and deliver staff meetings, where necessary bringing in outside speakers. Keep abreast of the latest developments and disseminate effectively to other members of staff.
- To actively engage in Performance Management and Continuing Professional Development to ensure professional skills are kept up to date and further developed.

Safeguarding Children

- Contribute to the safeguarding and promotion of the welfare and personal well-being and care of students.



Responsibilities

- Organising cover for absent colleagues, duty rotas, report deadlines etc.
- Recruit and select teaching and support staff (with Academic Director).
- To monitor resources effectively to achieve the aims of the school (with subject coordinators).
- Organise induction and mentoring of new staff.
- Handling any concerns parents may have and organising appropriate meetings with other relevant staff.
- Handling complains or concerns staff may have (professional, personal, 'whistle blowing').
- Show prospective parents around the Primary department and provide information about the education system and ethos of the school.
- Organising and leading the weekly whole school assembly.
- Provide cover for subject coordinators on a weekly basis.
- Liaising with SENDCO.
- To organise CPD for all staff.
- Supporting staff in dealing with behavioural issues.