



Job description: Headteacher at Judith Kerr Primary School

Location	Judith Kerr Primary School, Herne Hill, South London
Contract term	Permanent
Full time/term time	Full time
Pay range	L15-21
Reporting to	Education Director

Job purpose

- To provide professional leadership and management of Judith Kerr Primary School that will sustain and develop the established secure foundations and develop further outstanding performance in all areas of the school's work.
- To create a stimulating, nurturing, happy, safe and productive learning environment that is engaging and fulfilling for all students.
- To continue to build teaching capacity by working collaboratively both within the school, with local partnerships and across the Trust.
- To lead and promote the unique and innovative curriculum of the school with its strong focus on the teaching and learning of German.
- Ensure collaboration with other agencies in providing for the intellectual, spiritual, moral, cultural, physical, social and emotional wellbeing of pupils.

Main duties and responsibilities

Strategic direction and shaping the future

- Lead the development of the school and nurture its successful ethos and practice.
- Demonstrate the school's values in everyday work and practice.
- Work within the school community to translate the school's vision into practice that promotes and sustains continuous improvement in the school.
- Achieve robust systems for safeguarding, pastoral care and personalised learning to ensure every child feels valued and is known and supported during their time at the school.
- Support members of the school community to create a positive and stimulating learning environment, making full use of their skills and talents.
- Ensure that learning is at the centre of strategic planning and resource management.
- Be responsible for the school's management and development of all its resources.
- Contribute to Anthem and the schools within it.
- Work with local governors to promote and implement the strategic vision, values and ethos to pupils, staff, governors, parents and the wider community.

Leading teaching and learning

- Continue to deliver an innovative curriculum, based on excellence for all whilst meeting statutory requirements and the school's and trust's education vision.
- Ensure that the curriculum delivered matches the needs of all pupils and is supported by teaching of the highest quality.
- Establish and maintain a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every pupil's learning.
- Create a culture and ethos of challenge and support where all pupils achieve success and become engaged in their learning and ensure strategies for inclusion, diversity and curriculum access are in place and embedded.
- Implement strategies that secure high standards of behaviour and attendance.
- Monitor and evaluate the curriculum for both quality and value for money.
- Ensure students feel happy, safe, and supported, and have all barriers to their learning and progress addressed/removed.
- Monitor, evaluate and review classroom practice and promote improvement strategies and provide inspiration and strategic leadership to the teaching team to ensure that the school continues to deliver the highest standards of teaching and learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community and provide strategic leadership of the use of assessment and data systems used in the school and ensure that on-going teacher assessments are secure and robust.
- Lead the school in further embedding German at a strategic learning, both in the day-to-day delivery of the curriculum and in other activities.

Leading and managing staff

- Maintain, develop and embed an organisational structure that reflects the school's values, and enables management processes to work effectively in line with Anthem and legal requirements.

- Develop, implement and monitor clear, evidenced-based improvement plans and policies for the development of the school and its facilities.
- Ensure that policies and practices take account of Anthem, national and local circumstances, policies and initiatives.
- Recruit, retain and deploy staff appropriately and direct those managing their workloads to achieve the school's vision and goals.
- Lead and motivate others and generate effective working relationships at all levels.
- Maximise the contribution of all staff to improve the quality of education provided and standards achieved.
- Manage the effective deployment and performance of all staff and ensure their professional development through effective systems for the management of staff performance.
- Provide effective induction, continuing professional development and performance management in line with the school's strategic plans.
- Promote staff wellbeing and a healthy work-life balance.

Financial, compliance and facilities management

- Plan and manage the school's finances and resources to ensure maximum benefit for students.
- Be responsible for the school site, its buildings, equipment and grounds.
- Develop, with support from the school's Local Governing Body, the annual and projected yearly budgets for approval by Anthem.
- Set appropriate priorities for expenditure and allocation of funds.
- Ensure that the accommodation provides a positive and safe environment which promotes wellbeing and high achievement for everyone at the school.
- Manage and organise accommodation efficiently to ensure it meets the needs of the students and staff.
- Ensure effective administration and audit control.
- Be accountable for safeguarding, and health and safety requirements.
- Ensure full compliance with Anthem and national policies, procedure and guidelines, including:
 - Compliance with the schools' Health and Safety policies and the Health and Safety at Work Act (1974) in the school.
 - Ensuring that all responsibilities under the Data Protection Act 1984 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.
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Partnerships

- Establish a school culture and curriculum which fulfils the vision and requirements of the local community and the original vision of the school.
- Seek opportunities to invite parents and carers, community figures, businesses and other organisations into the school to enrich the school and its value to the wider community.
- Identify and develop strong partnerships and relationships with other local schools.
- Secure strong links with all external agencies who support the school's development.



- Maintain and strengthen links with other Anthem academies to share best practice and to promote the development of staff through mentoring, sharing resources and collaborative working to benefit all schools.
- Collaborate with the Local Authority and other agencies to promote the academic, spiritual, moral, social, emotional and cultural wellbeing of students and their families.
- Work closely with Anthem and the Local Governing Body to ensure that the development of the school is a success.
- Engage across other areas of Anthem's work.

This job description will be supported by the school improvement plan which will identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities. The postholder's duties must be carried out in compliance with the school's policies and procedures including child protection and safeguarding procedures.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: Headteacher at Judith Kerr Primary School

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
First degree	✓	
Recognised Qualified Teacher Status	✓	
Recent and relevant professional development	✓	
NPQH or NPQSL		✓
Higher degree relevant to Headship		✓
German speaker		✓

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Successful track record of leadership at Head, Deputy Head or Assistant Head level in primary education in the UK	✓	
Evidence of successful financial and resource management		✓
Recently worked in a good or outstanding school and understands and can demonstrate what excellence looks like within educational leadership and management	✓	
Successful track record of leadership in the state funded education sector in the UK	✓	
Experience of having worked as a Designated Safeguarding Lead		✓

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.	✓	
Integrity and sound judgement	✓	

Commitment to the school's vision of bilingual learning for all	✓	
Sympathetic to the moral purpose and vision of Anthem	✓	
An outstanding communicator who is approachable, reliable, has presence and is highly visible to pupils, parents, carers, local governors and the wider community	✓	
An outstanding classroom practitioner	✓	
Capacity for and commitment to own personal development	✓	
Supportive, energetic, driven and confident	✓	
Inclusive and collaborative	✓	
Ability to mentor, inspire, coach, influence and motivate others	✓	
An effective decision maker	✓	

Leadership and management (curriculum, teaching and learning) <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Thorough knowledge of the National Curriculum and extensive experience of curriculum delivery, monitoring and assessment	✓	
Ability to analyse and understand complex curriculum issues and respond creatively and effectively, particularly with regard to provision for teaching and learning in German	✓	
Thorough knowledge and understanding of current issues in education		✓
Experience of methods of mapping school progress and school improvement strategies	✓	
Vision for the development of CPD and teaching and learning strategies		✓

Leadership and management (staff) <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Ability to inspire others and provide strong leadership to teachers and support staff	✓	
Ability to delegate appropriately	✓	
Proven experience of developing, empowering and supporting staff	✓	
Thorough understanding of management structures and systems	✓	
Commitment to Equal Opportunities	✓	
Commitment to an open, collaborative and fair culture	✓	

Managing resources <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
The ability to analyse complex issues relating to finance and resources		✓
Capable of strategic financial planning, capital projects and budget management		✓

The community and other stakeholders <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Thorough understanding of the role of Anthem and the Local Governing Body		✓
A track record of working effectively with a Local Governing Body to ensure appropriate monitoring and accountability of all aspects of school activity with a committed drive to working from the School Development Plan.		✓
Effective communication with staff, students, parents, carers and Local Governors	✓	
Ability to establish effective links with the community	✓	
Ability to develop partnerships and shared responsibilities	✓	
Experience of having worked with other primary and secondary schools		✓