

## **Job Description**

**Position: Headteacher of St Cyprians Greek Orthodox Primary Academy**

**Reports to: Governing Board of Directors**

**Grade: Leadership Range Salary £79,194 to £91,215 (Outer London Area)**

This job description is subject to the general conditions of employment for Headteachers as set out in the current Teachers' Pay and Conditions Document.

### **Greek and Christian Orthodox Ethos and Unique Identity of the Academy.**

- To provide inspirational and effective leadership and lead by personal example as a practising Greek Orthodox or Christian Orthodox or other Christian demonstrating vision and values in your everyday work and practice.
- To ensure that prayer and worship have a central role in the school's daily life and that the inclusion of all pupils and equality of opportunity is central to the Academy's vision.
- To ensure that the strong Greek Orthodox ethos is reflected in every aspect of the life of the academy and that the children receive an education of the highest quality that is enriched by the progressive teaching of the Greek language and Greek and Christian Orthodox religion.
- To maintain and develop the academy's unique identity and within this context to ensure that relationships within the Academy are nurtured and reflect 'The St Cyprian's Way' which fosters respect, love and care for self, each other and the community.
- To ensure the children of St Cyprian's Greek Orthodox Primary Academy will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and to prepare them to contribute positively to the challenges of a diverse multi-cultural society.
- To ensure that pupils of all faith backgrounds are empowered, respected and valued.
- The Headteacher is required to work in partnership with the Archdiocese and maintain the close links with the four parishes so that the input of the priests is welcomed and valued.
- To develop the excellent relationships which exist between the Academy and Greek and Cypriot representatives in the UK to promote the learning of modern and Greek culture.

### **MAIN ACCOUNTABILITIES**

- To lead and manage the Academy effectively and efficiently;
- By being the lead professional and positive role model within our Academy community;

- To ensure the highest possible quality of education and range of educational opportunities for all pupils, through uncompromising high ambition;
- To provide clear and positive, incisive and purposeful leadership with strategic direction to ensure a sustained improvement in pupil attainment;
- To ensure that resources are efficiently and effectively used to achieve the Academy's aims and objectives;
- To nurture a culture that promotes excellence, equality and high expectations;
- To oversee the management of day to day organisation and administration of the Academy to its aims and targets;
- To have overall responsibility for embedding a safeguarding culture across the Academy;
- To support parents/carers and children and serve the needs of the local community in line with the vision and strategic plan for the Academy;
- To have ambition and seize opportunities for the Academy to share good practice and expertise and learn from others beyond its boundaries.

## **1. Leadership and Management of Staff and The Organisation**

- Adopts a strong, caring and flexible leadership style which will both influence and motivate staff and pupils to achieve their potential;
- Maintains a climate of high performance within the Academy and where each individual member of the team is encouraged, supported and developed to deliver outstanding results for our pupils;
- Manages the Academy's financial and human resources effectively and efficiently to achieve the Academy's educational goals and priorities;
- Recruits, retains and deploys staff appropriately and manages their workload to achieve the vision and goals of the Academy;
- Implements successful performance management processes with all staff ensuring effective arrangements for appropriate, accurate and timely management information to enable continuous evaluation of performance and satisfy relevant external bodies;
- Manages and organises the Academy and environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations;
- Manages the maintenance, repair and improvement of all facilities to ensure safe, clean and welcoming environment for pupils, staff and visitors;
- Ensures a challenging and clear programme of continuous professional development for all staff.

## **2. Teaching and Learning**

- Ensures a consistent and continuous focus on pupils' achievement and progress, using data and benchmarks to monitor in every child's learning;
- Ensures the Academy continues to develop as a pupil focused community using innovative and creative approaches to meet the needs of all pupils;
- Ensures that learning, growth mindset and faith are at the centre of strategic planning and resource management;
- Ensures a culture and ethos of challenge, creativity and support where all pupils can achieve success and become engaged in their own learning;
- Implements strategies which secure high standards of behaviour and attendance
- Monitors, evaluates and reviews classroom practice and promotes improvement strategies;
- Challenges underperformance at all levels and ensures effective corrective action and follow-up.

## **3. Finance, Accountability and Governance**

- Responsibility for overseeing the production of the annual budget and financial strategy for approval by the Governing Board;
- Effectively manages the application of resources to ensure compliance with the annual budget;
- Provides a clear and accurate account of Academy performance to all audiences, including the Governing Board, parents/carers and OfSTED;
- Ensures compliance with child protection, safeguarding, health and safety and other statutory requirements;
- Ensures that all those who have specific responsibilities regarding the operation of the Academy in all aspects, including of teaching and learning, legal compliance, safeguarding, and are clear of their responsibilities;
- Embraces strong governance and actively supports the Governing Board to understand its role and deliver its functions effectively – in particular its functions to set Academy strategy and hold the headteacher to account for pupil, staff and financial performance.

## **4 Wider Stakeholder and Community Management**

- Carries the confidence of the Educational Funding Authority and involves themselves at a strategic level with relevant local and regional Heads and education groups and forums;

- Maintains a culture and curriculum which takes account of the richness and diversity of the Academy community;
- Ensures learning experiences for pupils are linked into and integrated with the wider community;
- Collaborates with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families;
- Creates and maintains an effective partnership with parents and carers to support and improve pupils' achievement and personal development;
- Ensures that the many aspects success of the Academy is shared with the community to reinforce our position as a highly prized community asset;
- Cooperates and works with relevant agencies to promote safety and awareness of the wider environment.

### **Conditions of Service**

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the Trustees & Governors.

### **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with Academy procedure in relation to relevant safeguards.

### **Diversity and Inclusion**

The post holder will be expected to carry out all duties on the context of an in compliance with the Academy's Equal Opportunities Policies.

## **Person Specification for the Headteacher Post of St Cyprians Greek Orthodox Primary Academy**

### **A. Faith Commitment**

Practicing Greek Orthodox or Christian Orthodox/ other Christian

### **B. Qualifications**

Qualified Teacher Status

Either possessing a Good Honours Graduate or NPQH or NPQSL or equivalent.

### **C. Professional Development**

Evidence of regular, recent and appropriate professional development relevant to the role of headteacher

Evidence of recent and relevant professional development for leadership and management of a primary setting.

Has successfully undertaken the Secretary of State's (NCSL, CWDC or local authority) approved "safer recruitment" training or has a commitment to do so before taking up post/ within 12 months of taking up the post

Has successfully undertaken appropriate Child Protection training/ Designated Senior Person training or has a commitment to do so within 12 months

### **D. Academy leadership and management experience**

Recent successful leadership as such as headteacher, deputy headteacher or assistant headteacher in a primary setting

Effective leadership of a school team.

Demonstrable evidence of leading and managing self-evaluation and development planning.

To have implemented and developed a whole school initiative.

Demonstrable evidence of managing some aspect of the school finances.

To have a successful track record of reviewing and/or developing the curriculum.

To have had responsibility for policy development and implementation.

To have had experience of and ability to contribute to professional development across the primary range. (e.g. coaching, mentoring, CPD for staff).

### **E. Experience and knowledge of teaching**

Experience of teaching across the age range in a primary setting.

To have a current knowledge and understanding of EYFS/KS1/KS2.

To be able to effectively use data, assessment and target setting to raise standards and address weaknesses.

To be able to exemplify how the needs of SEN, EAL and more able have been met and addressed.

### **F. Professional Attributes**

Demonstrate an understanding, awareness and empathy for the needs of the pupils at St Cyprians Primary Academy and how these could be met.

Able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies

Excellent interpersonal verbal and written communication skills.

To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice.

A competent user of new technology.

Show a good commitment to sustained attendance at work.

### **G. Professional Skills**

Candidates are required to demonstrate their knowledge and understanding of the following in the context of a Greek Orthodox Academy. Therefore, please ensure that your application addresses the following: -

- Greek and Christian Orthodox Ethos and Unique Identity of the Academy.
- Main Accountabilities
- Leadership and Management of Staff and The Organisation
- Teaching and Learning
- Finance, Accountability and Governance
- Wider Stakeholder and Community Management

### **H. Personal Qualities**

Continue to promote St Cyprian's strong educational philosophy and values

Inspire, challenge, motivate and empower teams and individuals to achieve high goals.

Be a positive role model at all times, demonstrating personal enthusiasm and commitment to leadership aimed at making a positive difference to pupils.

Be approachable, person centred with a strong visible presence in all areas of Academy.

Build and maintain quality relationships through interpersonal skills and effective communication.

Demonstrate personal and professional integrity, including modelling values and vision.

Inspire trust and confidence across the school and community.

Be creative, dynamic.

Manage and resolve conflict whilst demonstrating empathy.

Prioritise, plan and organise themselves and others.

Think analytically and creatively and demonstrate initiative in solving problems.

Demonstrate the ability to listen, reflect and constructively act upon feedback from others.

Demonstrate a capacity for sustained hard work with energy and rigour with the required levels of resilience and optimism.

Demonstrate impact and presence.