



Headteacher Job Description

Job Title: Headteacher

Salary Range: Outer London L15-L21

Responsible to: CEO, Jewish Community Academy Trust ('JCAT')

The main purpose of the Headteacher role is to provide professional leadership for Sacks Morasha Jewish Primary School which secures its success and improvement, ensuring high-quality secular and Jewish education which inspires and motivates its pupils, improves standards of learning and achievement, and upholds the vision and values of JCAT.

The Headteacher will:

- Act as a role model ensuring the values and religious ethos of Sacks Morasha Jewish Primary School ('Sacks Morasha') are actively promoted and fully embedded in all aspects of school life
- Develop and drive a shared vision that builds on existing outstanding practice for the benefit of all groups of children
- Embed a child-centred and co-ordinated approach to safeguarding
- Create a culture of high performance where staff are recruited, managed, motivated and supported to be consistently good or better
- Demonstrate personal behaviour that leads by example, forges positive relationships and attitudes towards and between pupils and staff, and with parents, governors, JCAT, and members of the local and wider community.

Leading Teaching and Learning

- Honour the innovative ratio of secular to religious studies (70:30) in order to embed the 'Sacks Morasha difference' and build on the cultural foundations established by the school's founders
- Set high expectations and challenging targets, demanding ambitious standards for all pupils, and instilling a strong sense of accountability in all staff for the impact of their work on pupils' outcomes
- Maintain and further develop creative, innovative and effective approaches to learning and teaching, responsive to the needs of all pupils, including vulnerable groups, such as those with Special Educational Needs, English as an Additional Language, Pupil Premium and Looked After Children, so that the learning gap is narrowed
- Ensure a culture that supports and facilitates pupil engagement in, and ownership of, their own learning
- Monitor and evaluate the effectiveness of the curriculum to ensure it is providing the best opportunity for pupils to enjoy and achieve their potential
- Monitor, evaluate and review classroom practice and implement improvement strategies, challenging both underperformance and the More Able to ensure the consistent delivery of teaching excellence
- Maintain and further develop as appropriate innovative strategies to secure high standards of behaviour and attendance, whilst also providing for the spiritual, moral, social, emotional and cultural wellbeing of pupils
- Maintain and further develop a collaborative culture of sharing best practice within and between schools both within and external to JCAT.

Developing Self & Others

- Maintain and further develop an ethos within which all staff are motivated and supported to develop their own skills and knowledge, and to support each other within a culture that is focused on achieving outstanding levels of achievement
- Ensure there is regular performance management of all staff that creates clearly defined accountability and leads to continuously improving and outstanding practice
- Identify and develop emerging talent, in a climate where excellence is the standard to ensure effective succession planning
- Leading by example create a shared commitment and responsibility to the school through teamwork, distributed leadership, and professional reflection, recognising and encouraging outstanding performance
- Regularly self-evaluate, set personal targets, and take responsibility for personal professional development so as to sustain wide, current knowledge and understanding of emerging good practice in education locally, nationally and globally, and be well-equipped to deal with the increasingly complex role of leading a school community.

Managing Systems, Processes & Resources

- Work with governors to recruit, induct and develop high-quality staff
- Work with the JCAT central team to manage the school's financial resources, embracing cost management protocols in order to deliver a balanced budget
- Be responsible for the smooth running of the school during building works and ensure that all such works are completed in a timely, cost-controlled and efficient manner
- Ensure human resources are effectively deployed to maximise outcomes for all groups of children.
- Ensure that policies and practices are effectively implemented in line with legal, local and JCAT requirements
- Develop and present accurate verbal and written reports of the school's performance to a range of audiences including but not limited to governors, JCAT trustees, and parents and carers to enable them to play their part effectively
- Provide a safe, calm and well-ordered learning environment for pupils and staff, focused on safeguarding and health and safety that enables pupils to achieve their full potential
- Ensure the school's website is compliant with compulsory content, engaging, and provides an accurate source of information for current and potential parents and explore, create and maintain as appropriate other social media platforms to promote the school
- Facilitate and maintain timely and effective communication with parents in response to and to minimise queries, concerns and complaints.

Strategic Planning and School Improvement

- Work with JCAT, the Local Governing Body and take in the views of other relevant parties such as parents, carers, pupils and the wider community to develop the strategic direction of Sacks Morasha.
- Work closely with JCAT, Local Governing Body and others to ensure effective school self-evaluation informs school improvement priorities
- Ensure that the vision and strategic direction of the school is clearly understood and acted upon by all, through the development and implementation of a school improvement plan that inspires and motivates all staff, and ensures pupils achieve consistently high standards

Pupil Welfare

- Ensure that all statutory and advisory duties regarding safeguarding are in place and robustly monitored
- Ensure all safeguarding policies and procedures are understood by all teaching and support staff, and volunteers and are rigorously implemented and reviewed at regular intervals
- Ensure that the Designated Safeguarding Leader is given the appropriate resources to carry out the duties of the role effectively
- Co-operate and work with relevant agencies to ensure the safety and well-being of children
- Ensure that all school buildings and the overall site are safe and fit-for-purpose, and place pupil and staff safety at the forefront of all building works.