

Devon Moors Federation

Clyst Hydon Primary School, Clyst Hydon, Cullompton, Devon, EX15 2ND
Copplestone Primary School, Bewsley Hill, Copplestone, Devon, EX17 5NX
Filleigh Primary School, Castle Hill, Filleigh Barnstaple, Devon, EX32 0RS
Kilmington Primary School, Wonford Road, Kilmington, Devon, EX13 7RG
Lympstone C of E Primary School, School Hill, Lympstone, Exmouth, Devon, EX8 5JY
Shute Primary School, Haddon Road, Shute, Devon, EX13 7QR
Spreyton Primary School, Spreyton, Crediton, Devon, EX17 5AJ
Upottery Primary School, Upottery, Honiton, Devon, EX14 9QT



Head of School and Teacher at Copplestone Primary School Job Description

Job Purpose including main duties and responsibilities:

To be an effective teacher and school leader who supports and challenges all pupils to achieve their full potential in addition to the Conditions of Employment laid down in the School Teachers' Pay and Conditions Document 2008.

Aim to create an environment where teaching and learning is outstanding by:

Provide strategic leadership.

Responsibility for the direction, standards, outcomes and quality of teaching and learning in Copplestone Primary School.

Responsibility for safeguarding across the school as named DSL.

Work with The Executive Headteacher and Senior Leadership Team to provide the leadership and management which enables the Devon Moors Federation to give every pupil high quality education, and ensure inclusivity, which promotes the highest possible standards of achievement, aiming for Outstanding practice in the schools.

Key Accountabilities (all in conjunction with the Executive Headteacher and other Heads Of School)

1. Creating the Future of the School

- a. Working under the direction of the Executive Headteacher to ensure the long term success of the school.
- b. Contribute to, and communicate, the School's shared vision which expresses core values and purpose.
- c. Implement the vision through agreed objectives and operational plans.
- d. Motivate others to create a shared learning culture and positive climate.

2. Leading Teaching and Learning in the School to:

- a. Ensure a continuous and consistent School-wide focus on pupils' achievement, using data and benchmarks to monitor progress.
- b. Establish creative, responsive and effective approaches to teaching and learning.
- c. Set high expectations and aspirational targets for the whole school community.
- d. Monitor, evaluate and review school practice and promote improvement strategies.
- e. Effectively manage under-performance at all levels.



- 3. Working under the direction of the Executive Headteacher to Develop Self and others:**
 - a. Develop and maintain effective strategies and procedures for, staff induction, professional development and performance review.
 - b. Promote and maintain a culture of high expectations for self and others.
 - c. Ensure effective planning, allocation, support and evaluation of work of teams and individuals.
 - d. Regularly review own practice, set personal targets and take responsibility for own development.

- 4. Managing the Organisation**
 - a. Ensure the smooth day-to-day running of the School and report directly to the Executive Headteacher.
 - b. Liaise with Governors where appropriate.
 - c. Under the direction of the Executive Head, recruit, retain and deploy staff appropriately within the School.
 - d. Ensure evidence-based improvement plans and policies promote continuous school improvement linked to each school's self evaluation.
 - e. Establish effective team communication mechanisms to ensure that all staff are involved in the federation/school's development plan and are kept informed of key priorities and developments.

- 5. Securing Accountability**
 - a. Contribute to, and articulate, a School ethos which enables everyone to work collaboratively
 - b. ensure individual staff accountabilities are clearly defined, understood and agreed within the School.
 - c. Ensure every individual child has access to high quality teaching and learning.

- 6. Strengthening Community**
 - a. Seek to develop further and maintain high levels of community confidence in the Federation, especially amongst parents and carers.
 - b. Create and promote positive strategies for challenging racial and other prejudice.
 - c. Ensure that strategic planning takes account of the diversity, values and experience of the school and local community.
 - d. Develop effective links with the community to extend the curriculum, enhance teaching and broaden learning opportunities.
 - e. Collaborate with other agencies to ensure pupil and community needs are met.