

# Jobs & Careers



CITY PRIMARY HEADS

## Job Description & Personal Specifications

<b>Post Title:</b>  Strategic Primary Lead Headteacher	<b>Start Date:</b>  September 2012. This is a full-time post with an employment contract with School Development Support Agency
<b>Accountability:</b>  The Strategic Primary Lead Headteacher will be accountable to Leicester's primary schools through the CPH Executive, a representative forum for primary schools in the city.	<b>Salary Level:</b>  L20 – L26: £59,809 - £69,275  For a three year appointment from September 2012 until end of August 2015 (in the first instance)
<b>Overall purpose of the post:</b>  To support all of Leicester's primary headteachers, the local authority and other partners in providing effective and dynamic education in the primary phase.	

### Major objectives

1. To ensure schools are well-served and represented in strategic decision making in Leicester.
2. To create strong partnership between the primary schools and the local authority contributing, through strategic leadership teams in CYPS, to service improvement plans that have the support and confidence of primary schools.
3. To champion the good work being done in Leicester's primary schools and support school improvement through its wider dissemination.
4. To co-ordinate communications at all levels to ensure that appropriate arrangements exist for all primary schools to be effectively engaged and consulted in decision making.
5. To identify and communicate issues that primary headteachers believe require articulating in strategic decision making.
6. To ensure that headteachers are well aware of important issues and challenge them to work to ambitious targets where urgent or essential change is required.
7. To seek funding and broker opportunities that can further support partnership work between primary schools.
8. To add to and take a lead on commissioning on behalf of CPH and to contribute to commissioning decisions in partnership with other agencies.
9. To co-ordinate the contribution made by city primary headteachers serving the wider interests of all children in Leicester within representative roles.

## Essential characteristics and experience of the post-holder

Evidence of:

- a) Successful primary headship.
- b) An understanding of, and an ability to analyse perceptively, current local and national policy in children's services and how these relate to work in and around Leicester's primary schools.
- c) An understanding of the complex issues that surround working in a challenging and diverse city environment.
- d) A track record of successful working with a range of partners and teams.
- e) A high level of inter-personal skills, including communication and conciliation,
- f) The motivation and ability to work under pressure, balance priorities and achieve tight deadlines.
- g) An ability to identify and articulate the pertinent issues of a situation precisely to a range of partner audiences.
- h) Diplomacy and advocacy skills in both supportive and challenging environments.
- i) Personal conviction and the organisational skills required to manage work with independence and resilience to further the objectives of the post.

## Post details

CPH is committed to this post for a three year period in the first instance. The initial contract will therefore be until the end of August 2015, with regular performance reviews throughout.

Leicester CPH created this post to strengthen the strategic co-ordination and representation of the primary schools sector. During the first three years of the post the leadership of the LA and Children and Young People's Services have worked closely with the post holder who has been a member of executive leadership teams. The LA makes a financial contribution to the salary and has committed to doing this in the future.

The employment contract will be arranged with the SDSA, an arms-length, wholly-owned subsidiary company of the council.

Pay and conditions will be as the teachers' leadership spine but alternatives (eg secondment, Soulbury) may be considered. The successful candidate will have access to the Leicester City Council pension scheme.

The postholder will have a base at the SDSA offices, close to LCC's corporate centre.

## About Leicester City Primary Heads

Leicester CPH is a representative forum that serves all primary schools within the Leicester City local authority area. It is funded through the voluntary contributions of each school - with over 90% of schools contributing.

The work of CPH is overseen, commissioned and evaluated by an executive group of headteachers, comprising a group of officers elected by all members.

The Strategic Primary Lead Headteacher reports directly to, and maintains open communication with, the CPH Executive.

Performance management and professional development support will be arranged through CPH Executive.

The present post holder is retiring in the summer of 2012 and it is for this reason that the post will become available. CPH is looking for someone to build on the success of the post in its first 3 years.

The post holder has a wide and varying portfolio. Some of the benefits accrued from the post, identified by heads, are as follows:

- Good working relationships have been established with the LA and CYPS and secondary colleagues through their association. (EIP)
- Agreed methods of communication with LA and CYPS resulting in joint planning of major events.
- Better communication with schools via meetings, weekly newsletter and website.
- The voice of primary heads is being heard at all important forums due to better representation.
- Funding has been diverted to primary sector due to better recognition of need. This includes the city Whatever It Takes Reading Programme.
- The Strategic Primary Lead Headteacher welcomes all new and acting heads to the city and acts as a point of information for all heads.
- Deputies and Assistant Heads are supported to run a city wide network.
- Good practice is shared through regular Development Group meetings which the Strategic Lead attends. ( Local clusters)

There are still areas that need further development, good practice could be shared more through school to school support.

The present Strategic Primary Lead headteacher works closely with colleagues from the secondary Education Improvement Partnership. Both CPH and EIP are committed to working together to benefit all children and young people of Leicester.

Leicester is developing an Alliance for Leicester Learning (ALL). This is a cross sector group which is looking at working together to effect changes in our systems to benefit children and families across the city.

At the time of writing these details there is only one school with academy status in Leicester and one newly opened free school, this picture may change quickly in the future. CPH is committed to working with all schools with Leicester children. In the future CPH, the LA and CYPS will need to find a way to continue to work together with all schools to fulfil our ambitious aims and objectives. The Strategic Lead will, no doubt, play an important role in this.

## **How to apply**

Apply online at <http://www.sdsa.net>

Closing date: Friday 2<sup>nd</sup> March 2012.