

JOB DESCRIPTION

JOB TITLE	Consultant Headteacher Primary
GRADE	Leadership Scale - Teachers
REPORTING TO	Assistant Director: Education
JD REF	

PURPOSE

To support and advise primary headteachers and to represent them in all areas of consultation which effect the primary phase.

MAIN DUTIES AND RESPONSIBILITIES

1. To represent Head teachers at a range of discussion/ consultation forums e.g. Safeguarding Children Partnership Board, School Forum, Admissions, Challenge Partnership Board, JCC, Alternative Provision Steering Group and other working parties deemed suitable etc. Ensure that forums are appropriately represented by appropriate school leaders.
2. To understand the national and local agendas so contributing to the development of primary education in Wirral.
3. To review current and planned legislation and provide regular updates for headteachers and Local Authority staff as changes arise, including maintained schools and primary academies.
4. To lead consultation with primary and primary special school headteachers to further refine policy and practice where required and agreed by PHCG and Assistant Director.
5. To co-ordinate cluster headteacher meetings and pre-PHCG meetings to ensure PHCG runs effectively and appropriately as per terms of reference and constitution.
6. To attend PHCG meetings and support the chair and vice chair, organise agendas, invitations, minutes and co-ordinate follow up actions.
7. Attend all cluster meetings for each locality providing essential LA feedback and ongoing communication.
8. Liaise with LA partners in School Improvement, Director, Assistant Director, Virtual Head, Inclusion Strategy Managers, SEND, Children's Services etc., to ensure full alignment providing feedback and receiving appropriate information to and from headteachers.
9. Being available to offer urgent advice to Headteachers when required.



10. Researching and responding to requests for information, advice and guidance.
11. Create a monthly report bringing together feedback from all groups and working parties etc. and share this with all Headteachers and relevant parties.

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications

- Degree or similar qualifications
- Teaching qualification - B. Ed / Cert. Ed. / PGCE / NPQH
- Qualified Teacher status

Experience

- Current experience as a Head teacher in a Wirral Primary, Infant or Junior School
- Experience as a representative on the Primary Head teacher Consultation Group
- Demonstrable experience of collaboration and partnership working
- Demonstrable experience of successfully leading at a strategic level
- Demonstrable experience of leading projects involving schools, providers and partner agencies

Knowledge and skills

- The ability to articulate a vision and develop it into strategy
- High order skills in leadership, negotiation and consensus-building across a diversity of schools, council departments, partners and agencies
- The ability to analyse a range of performance and management data in order to drive up standards and improve outcomes
- An appreciation of the issues surrounding Children Looked After and a strong commitment to improving the educational outcomes of CLA
- The ability to recognise and challenge underperformance
- Effective organisational and administrative skills
- High level communication and interpersonal skills
- The ability to work independently whilst being a strong team builder and team player
- Successful experience of managing budgets
- Skills in change management

ADDITIONAL INFORMATION

The postholder must be able to travel across the borough.

Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

DATE OF APPROVAL: MAY 2023

APPROVED BY: JAMES BACKHOUSE : AD - EDUCATION