



Job Description
CHAIR OF CHESHIRE EAST ASSOCIATION OF
PRIMARY HEAD TEACHERS (eCAPH)

Please note: This is a part-time role (3 days a week) and therefore a degree of flexible working is required across the 5 day school week to fulfil the requirements of the job description.

- To be a point of contact for colleague heads whether acting, new to post or with considerable experience and offer advice and pastoral support.
- To visit primary schools in Cheshire East to offer, in confidence, advice and support to Head Teachers as required.
- To develop positive relationships with LA officers and represent the views of colleague heads in the development of LA policy.
- To establish and use effective networks of links with LA senior officers, unions, NPHA, Cheshire East Primaries and elected members of Cheshire East as appropriate.
- To maintain an open and mutually respectful relationship with the designated LA school liaison officer.
- To represent Cheshire East primary schools in the development of services to schools, working in partnership with the LA and Partnership/Clusters
- To keep eCAPH members informed of developments.
- To attend Schools Forum meetings, be a member of the Education Strategic Partnership board and other relevant groups
- To ensure all working groups have appropriate eCAPH representation and wherever possible attend meetings of these groups
- To chair and determine the agendas for the monthly executive meetings and termly primary Head Teacher meetings, in consultation with the Executive and the LA designated liaison officer.
- To facilitate and lead the organisation of an annual residential conference.
- To oversee the eCAPH finances and develop a business plan with eCAPH Executive & the Business Manager
- To prepare an Annual Report for eCAPH as part of the appraisal process of the Chair's role, and key work areas of eCAPH.
- To work in partnership with LA officers towards effective Head Teacher induction and ongoing support.
- To keep abreast of current school and leadership issues including CPD opportunities for Head Teachers.
- To support the senior leaders' network for deputies and other senior leaders in primary schools in developing leadership capacity.
- To liaise with CEASH and CWAC colleagues and further develop positive partnerships.
- To source opportunities for sponsorship for eCAPH events.

This job description was drawn up by members of eCAPH Executive.