



Job Description - Headteacher

1 Overview

Job overview

The Headteacher of James Wolfe Primary School is accountable for the standards across our school, the quality of our curriculum and the safety and well-being of all members of our school community.

With the Executive Headteacher, they set the ethos and strategic development plans for the school

Ethical conduct

As the leader of our school the Headteacher will

- serve in the best interest of our school's pupils at all times.
- lead our school in a manner that fully reflects their influential position in society by behaving ethically as set out by the ethical framework for school leaders. [\(LINK\)](#)

Line management

This post of Headteacher is directly responsible to the Executive Headteacher. This post of Headteacher directly manages the work of senior leaders.

This role involves shared leadership with the co-headteacher, requiring collaborative decision-making, clear communication, and joint accountability for school outcomes. The co-headteachers will agree areas of specific responsibility while maintaining collective oversight of all aspects of school leadership.

1 Co-Headship Partnership

- Establish and maintain an effective working relationship with the co-headteacher, based on mutual respect, trust, and open communication
- Agree clear divisions of responsibility while ensuring both co-headteachers maintain oversight of all areas
- Present a united leadership approach to staff, governors, parents, and external stakeholders
- Participate in regular joint planning and review meetings to ensure strategic alignment"

2 Key priorities

- To work with the Executive Headteacher to lead the school development so that the quality of our provision is excellent.
- To ensure standards across the school are high for all learners.
- To review and develop our curriculum so it meets the school's intent of offering a broad and rich programme of learning.
- To lead teachers to promote highly effective teaching and learning.
- To ensure safeguarding processes across our school secure the safety of all members of our school community.
- To promote equal opportunities in all aspects of the school work including the integration of pupils in our Centre for the Deaf.



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3 Main responsibilities

3a The culture and ethos of James Wolfe Primary School

School culture

- Work with the Executive Headteacher, and governing body, to sustain the school's ethos and to set the strategic direction of the school.
- Set plans that will realise the ambitious educational standards our school has for our pupils.
- Ensure that strategic planning actively promotes equality and eliminates discrimination in line with the Equality Act 2010, with particular regard to the protected characteristics.

Behaviour

- Set high standards for pupil behaviour leading systems that promote this throughout our school.
- Embed a restorative approach to behaviour that supports all members of our community resolve difficulties in a constructive manner.

Professional Development

- Create a culture of learning across our staff team encouraging all staff to reflect and review on their own practice.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to regular review and evaluation.
- Identify sources of professional development from international, domestic, local and in-school sources using these effectively to grow the practice of our staff.
- Ensure that policies and practices take account of national and local policies and initiatives.
- Encourage creativity, innovation and the use of new technologies to achieve excellence.

3b Curriculum and teaching in James Wolfe Primary School

Teaching, curriculum and assessment

- Ensure the highest quality of learning and teaching across our school to enable all of our children to make maximum progress.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community (this is to be done in line with the school's performance management policy).
- Lead the evaluation of learning across the school by monitoring lessons, reviewing the quality of work in books and analysing progress data.
- Set arrangements for pupil progress meetings ensuring that success is celebrated and areas for development are clearly identified.

Additional and special educational needs

- Sustain the school's fully inclusive approach and ensure that all staff have ambitious expectations for all pupils with additional and special educational needs and disabilities.
- Lead the school's strategic approach to the four-tiered support model (Universal, Targeted, Targeted Plus, and Specialist), ensuring high-quality adaptive teaching at the universal level and appropriate escalation of support where needed.
- Ensure the school fulfils its statutory duties as laid out in the SEND code of practice and other statutory regulations.



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3c Organisational effectiveness

Organisational management

- Establish and sustain an organisational structure which enables the efficient and effective management of our school on a day-to-day basis.
- With the Executive Headteacher, monitor the school's financial, staff, premises and other resources effectively to ensure the school's goals and legal requirements are met.
- Manage and organise our school buildings and grounds to ensure that they meet the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources across our school is monitored, evaluated and reviewed to improve the quality of education for all of our children. This is to ensure our best value requirements are met.

School improvement

- With the Executive Headteacher, be accountable for ensuring that our children enjoy and benefit from a high-quality education.
- Support the development of excellence in all aspects of learning and, where necessary, challenge areas of underperformance.
- Work with the governing body, providing information, objective advice and support, to enable it to meet its responsibilities.
- Fully engage with and lead processes linked to accountability frameworks as required by statutory regulations and through local arrangements set by the Executive Headteacher.

Working in partnership

- Sustain a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Work effectively with the Local Authority, recognising our status as a Community Maintained Primary School.
- Develop individuals and teams, monitoring the work of curriculum teams across the school.
- Build and maintain effective relationships with parents, carers and the community to enhance the education and personal development of the children. This to be achieved (in part) through regular presence in the playground at the start and end of the school day.
- Seek opportunities to invite parents and carers, community figures, businesses and other organisations into school to enhance and enrich the school.

4 Own professional development

- Regularly review own practice, set personal targets and take responsibility for own professional development and performance.
- Accept support and guidance from others, including the Executive Headteacher, governors, the LA and the wider professional community.
- Manage own workload and that of others to allow an appropriate work/life balance.

5 Other duties

- Follow the School's Safeguarding policies.



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- Follow the School's Equal Opportunities policies.
- Maintain confidentiality and observe data protection and associated guidelines.

The Headteacher will be required to undertake any such reasonable duties as the Executive Headteacher may require.

The Headteacher will carry out their professional duties in accordance with, and subject to, the National Conditions of Employment for Teachers and Education and Employment legislation.

Signed: _____

Date: _____