



JOB DESCRIPTION

Job title	Collaboration Headteacher
Location	East Harptree C of E VC Primary School and Ubley C of E Primary School
Salary	L13 – L18
Hours	Full time
Contract Type	Permanent
Reports to	Local Governing Body and Chief Executive of the Lighthouse Schools Partnership
Responsible for	Teachers and Support Staff at East Harptree C of E & Ubley C of E Primary Schools

Main Purpose

The Headteacher will:

- Establish and sustain the ethos and strategic direction of both schools together with the Local Governing Body and through consultation with the schools’ communities.
- Work in partnership with the schools and Central Team of the Trust to ensure that East Harptree and Ubley CE Primary Schools benefit from, and contribute, to the shared activities of the Lighthouse Schools Partnership.
- Establish and oversee systems, processes, and policies so the schools can operate effectively.
- Working with the Education Team of the Trust, identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the context of both schools.
- Make sure these school improvement strategies are effectively implemented.
- Monitor progress towards achieving the aims and objectives of both schools.
- Allocate financial resources appropriately, efficiently, and effectively.
- Working with the Chief Financial and Operating Officer of the Trust, lead the overall management of the schools including management of personnel, site, budget, business and strategic planning; ensuring procurement demonstrates value for money and resources are effectively and efficiently used.
- Be responsible for management admissions at the schools, ensuring all processes and procedures are compliant with the School Admissions and Appeals Code.
- To undertake any duty or responsibility that the school or Chief Executive asks; relevant to the needs of the school as required and are commensurate with the grade.



- To promote and safeguard the welfare of all children and young people within the school collaboration, by ensuring that the schools' policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.
- Drawing on the strengths of the schools' communities to develop a broad, balanced, rich and exciting curriculum with high quality teaching and learning at its heart.

As Headteacher across two Church of England schools, the Headteacher will be responsible for developing and maintaining the Christian ethos of the schools and will:

- Build on the partnership with the local worshipping community, the incumbents of the parishes and the Education Department of the Diocese of Bath & Wells.
- Contribute to and ensure the schools are prepared for their Church School inspection (SIAMS).
- Fulfil the responsibilities of the Schools' Trust Deed in celebrating and sustaining the church school status.

Qualities

The Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour, and professional conduct.
- Build positive and respectful relationships across the school communities.
- Serve in the best interests of the schools' pupils.
- Lead the schools through rigorous self-evaluation, including quality assurance and performance management at all levels.
- Oversee an appropriate staffing structure reflecting the evolving needs of the schools and support all staff to achieve high standards.
- Promote a collaborative learning culture to secure outstanding progress and levels of attainment for all pupils.

Duties and Responsibilities

School Culture and Behaviour

The Headteacher will:

- Create a culture where pupils experience a positive and enriching school life.



- Uphold educational standards to prepare pupils from all backgrounds for the next phase of their education and life.
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the schools' behaviour policy.

Teaching, Curriculum, and Assessment

The Headteacher will:

- Establish and sustain high-quality teaching across all subjects, and phases, based on evidence.
- Ensure teaching is underpinned by subject expertise.
- Effectively use formative assessment to inform strategy and decisions.
- Ensure the teaching of a broad, structured, and coherent curriculum.
- Establish curriculum leadership; including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable, and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read.
- Engage positively with colleagues in the Trust to contribute to, and deploy, shared approaches to teaching, curriculum and assessment.

Additional and Special Educational Needs (SEN) and Disabilities

The Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum.
- Have ambitious expectations for all pupils with SEN and disabilities.
- Make sure the schools work effectively with parents, carers, and professionals to identify additional needs and provide support and adaptation where appropriate.
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#) and the LSP's SEND Policy.

Managing the School

The Headteacher will:

- Providing the vision, leadership and direction to ensure all schools' aims and targets are met.
- Manage the day to day management, organisation and administration of the schools.



LIGHTHOUSE
SCHOOLS PARTNERSHIP



- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Manage staff well with due attention to workload.
- Ensure rigorous approaches to identifying, managing, and mitigating risk in accordance with the Trust's policies.

Professional Development

The Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities.
- To provide leadership and management for the schools to the highest possible professional standards
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet needs.

Governance, Accountability and Working in Partnership

The Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the schools effectively and efficiently operate within the required regulatory frameworks and meet all statutory duties.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.