



**Executive Headteacher  
Dodworth St John's CE Primary Academy**

**EXECUTIVE HEADTEACHER (HUB LED): DODWORTH ST JOHN'S CE PRIMARY ACADEMY**  
**START DATE: SEPTEMBER 2026**  
**SALARY: L25**

Dodworth St John's CE Primary Academy is a school on a journey. We are seeking to appoint a dynamic and talented Headteacher to work with a special community of children, staff and parents to lead them in the next stage of their development.

As a Trust, we work in Hubs where schools close to each other are overseen by an Executive Headteacher. This is a rare opportunity for an experienced and ambitious leader to lead their own school whilst also leading a Hub, providing school improvement support to other schools and working with Headteachers to exploit the opportunities of close school collaboration. The successful candidate will lead our Barnsley Hub of 4 schools.

You will have a strong track record in school improvement and leadership. Capable of developing and implementing a clear vision for excellence, your excellent communication skills will be vital in rapidly delivering a high standard of education at Dodworth St John's and across the wider Hub.

In return, you will get that rarest of opportunities: the chance to make a significant difference and transform your own school ensuring that every element is optimised to deliver the highest level of achievement, all while leading a Hub and providing strong challenge and support to other Headteachers.

You will receive unparalleled access to support through working closely with our CEO, Deputy CEO and Director of School Improvement as part of the Trust's Executive Team.

To find more about Dodworth St John's and the Trust, please visit our websites:  
<https://dodworthstjohns.org.uk> and <https://enhanceacad.org.uk/>

Visits to the school are warmly welcomed and strongly encouraged. To arrange to visit Dodworth St John's or for a discussion about the role please contact Mark Randall, CEO: [mark.randall@enhanceacad.org.uk](mailto:mark.randall@enhanceacad.org.uk)

## JOB DESCRIPTION

Working under the direction of the Deputy CEO, the postholder will provide effective support and challenge to Headteachers within a designated group of schools holding them to account for the standards achieved in each of the Ofsted judgement areas by:

- Providing direct line management to Headteachers within their identified Hub to ensure that school improvement priorities are addressed quickly and effectively.
- Driving the constant pursuit of high expectations and excellence which supports all schools to achieve exceptional outcomes in all areas.
- Challenging under-performance at all levels and ensuring effective professional learning and development and support is available for all staff.
- Commissioning school-to-school support for individual schools where required, in consultation with the Director of School Improvement.
- Working closely with the designated group of Headteachers to develop a culture that enables everyone to work collaboratively, share best practice, celebrate success and accept responsibility for outcomes.
- Working with Headteachers to identify and plan strategies to address shared needs across the group of schools.
- Being accountable to the Trust for the sustained improvement of outcomes for children attending their own and each school within the group.

The postholder will also provide the substantive strategic and operational leadership for their own school as Headteacher, working alongside senior leaders to provide an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential. They will be responsible for the continuous improvement in the quality of provision in their own school; raising standards and promoting excellence in all areas of school life; ensuring equality of opportunity for all; developing policies and practices; and ensuring that resources are efficiently and effectively used to achieve aims and objectives.

### MAIN AREAS OF RESPONSIBILITY

#### PURPOSE:

- i. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.
- ii. To meet the National Standards for Headteachers as published by the DfE.
- iii. To seek to achieve any performance criteria, objectives or targets agreed with or set by the Trust in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.
- iv. To be responsible for securing high standards of behaviour modelled on Christian values, and creating an inclusive Christian ethos, which recognises differences and respects cultural diversity, in order to prepare children for life in Britain today
- v. To promote and safeguard the welfare of all children and young people within the school, by ensuring that the school's 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, children, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

#### CORE RESPONSIBILITIES:

- Ensure the Christian vision and core Christian values for the school are clearly articulated, shared, understood and embedded across all areas of school life, focused on providing a world-class education for the pupils we serve.
- Demonstrate the vision and values of the school in everyday working practice with optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.

- Provide outstanding professional leadership and management for St. Michael's CE Academy and designated schools.
- Ensure the highest possible quality and breadth of education for our children.
- Strengthen the curriculum and quality of teaching and learning as the school's lead professional.
- Ensure the learning environment is safe, productive and inspiring for children and staff.
- Ensure strong relationships and partnerships with parents, carers and the local community.
- Work effectively with the Local Academy Board and Trust, providing accountability and driving the school forward.
- Promote equality of opportunity for all children and families, respecting diversity and ensuring that all members of the school community feel safe and welcome.
- Advance the schools' distinctive Christian character.

#### **QUALITIES AND KNOWLEDGE:**

- Hold and articulate clear values, vision and moral purpose, focused on providing a world class education and as such leading and developing the school to become the best that it can be.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their children and staff, and towards parents, Local Academy Board members, the Trust and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own expertise and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, to analyse and apply those systems that would best drive whole school improvement and pursue continuous professional development.
- Work with political and financial astuteness, within the Trust set of principles and structures centered on the school's vision.
- Be able to translate local and national policy into the school's context to ensure that the school is equipped to respond to, and benefit from Government change.
- Communicate the Trust and school's ethos, vision and values and drive the strategic leadership, empowering all children and staff to excel.

#### **CHILDREN AND STAFF:**

- Demand ambitious standards for all children, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on children's outcomes.
- Secure excellent teaching through an analytical understanding of how children learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and children's well-being.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.
- Monitor and evaluate the effectiveness of the curriculum to ensure it is providing the best opportunity for children to enjoy and achieve their potential, whilst providing financial value.
- Have a duty of care regarding staff welfare.
- Forge a culture of equality of opportunity, celebrating children's achievements in all aspects of school life, and promoting high expectations.

### **SYSTEMS AND PROCESSES:**

- Ensure the schools' systems, organisation and processes are well considered, efficient, fit for purpose and in line with the overarching systems processes of the Trust, upholding the principals of transparency, integrity and probity.
- Provide a calm, safe and well-ordered learning environment for children and staff, where all children can achieve, that is focused on safeguarding children and developing exemplary behaviour in school and in the wider society, and where children are expected to have high standards of attendance and engagement.
- Welcome strong governance from the Local Academy Board and Trust Board within the Trust governance system and actively support and work with the Local Academy Board to understand and deliver its devolved functions effectively.
- Be answerable to the Trust particularly with regard to setting school strategy, educational outcomes and financial performance within the Trust structure of governance.
- Regularly monitor the budget and exercise effective strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of children's achievements and the school sustainability.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- Manage and organise accommodation and resources so that Health and Safety needs are addressed and that resources are sustainably planned to meet present and future needs.
- Within the Trust guidelines, deliver rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Ensure that professional duties are fulfilled as specified in Teachers Pay & Conditions.

### **SELF-IMPROVING SCHOOL SYSTEM:**

- Create outward-facing schools, developing the partnership work with other schools in the Trust and beyond – in a climate of mutual challenge and support - to champion best practice and secure excellent achievements for all children.
- Develop effective relationships with fellow professionals and colleagues in other public services, including the Local Authority, to improve academic and social outcomes for all children.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people's lives and promote the value of education.

<b>PERSON SPECIFICATION</b>
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Candidates' suitability for the post will be assessed against requirements and expectations as set out in the National Standards for Headteachers. Before making an application, candidates are asked to match their qualifications, skills, abilities and experience against the criteria listed below.

**E = Essential / D = Desirable**

EDUCATION AND QUALIFICATIONS	CRITERIA
Educated to Degree Level	<b>E</b>
Qualified Teacher Status	<b>E</b>
Evidence of appropriate professional development (for example, NPQH)	<b>E</b>
NPQEL (or be ready to undertake)	<b>E</b>
Qualified as a National/Local Leader of Education, Ofsted or SIAMS inspector	<b>D</b>

EXPERIENCE	CRITERIA
Experience of successfully leading a school as Headteacher to an Ofsted judgement of good or outstanding	<b>E</b>
Experience of rapid school improvement (moving the overall effectiveness of a school at least one Ofsted judgement in one inspection cycle)	<b>E</b>
Experience of developing and raising standards across all Ofsted key areas	<b>E</b>
Experience of working across a number of schools as an Executive Headteacher, Local/National Leader of Education, OI or HMI	<b>D</b>
Experience of leading and managing a team and monitoring of agreed practices	<b>E</b>
Up to date knowledge and understanding of SIAMS expectations and its application	<b>D</b>
Experience of managing change effectively	<b>E</b>
Experience and understanding of the importance of writing and implementing effective self-evaluation and development plans to secure improvements based on robust analysis of data	<b>E</b>
Experience of effective target setting to raise standards in all phases to at least national averages	<b>E</b>
Experience of setting and monitoring performance management targets which support the development of the school and staff	<b>E</b>
Experience of working with school governance systems	<b>E</b>
Experience of supporting inclusive practices and strategies to engage and meet the needs of all learners	<b>E</b>
Experience of recruitment and retention and understanding of HR issues and processes	<b>E</b>
Experience of leading a Church school	<b>D</b>
Experience of working in a successful Trust	<b>D</b>
Experience of or understanding and knowledge of how to manage a whole school budget, resources and facilities	<b>E</b>

KNOWLEDGE AND UNDERSTANDING	CRITERIA
Understanding of how assessment, data and target setting is used to inform development planning and practice and raise standards	E
Understanding of and a commitment to effectively promoting the safeguarding and welfare of children	E
Knowledge of current trends in education development and management	E
Familiarity with current strategic local and national issues in education	E
Knowledge of the primary curriculum including early years provision	E
Understanding of the issues to be considered in the development of whole school guidance and policies	E
Understanding of how to implement sound procedures to ensure excellent behaviour and discipline in the school with the engagement of all members of staff, parents and children	E

SKILLS	CRITERIA
Inspirational leadership and management skills with a leadership style based on consultation and involvement and valuing the achievement of others	E
High level of organisational and time management skills	E
Effective communication and interpersonal skills	E
Ability to model highly effective teaching	E
Ability to foster excellent working relationships with all members of the school and Trust community	E
Ability to be visionary in leading the future direction of the school and Trust	E
Ability to think and plan strategically and respond flexibly to change	E
Ability to strategically lead, organise and motivate staff	E
Ability to consider sensitively the importance and needs of the school in its community	E

PERSONAL QUALITIES	CRITERIA
Positive and enthusiastic approach towards work	E
Clear values and moral purpose	E
High expectations of self and others	E
Capacity to relate to all children whatever their background in order to motivate them and provide opportunities for them to achieve their potential	E
Integrity, commitment, enthusiasm and resilience to persevere and succeed	E

LEADERSHIP	CRITERIA
Positively promote the distinctive Christian vision and values of the school by modelling them in their character and behaviour and leading by example	E
Ability to foster links within and beyond the Trust	E
Ability to motivate and develop commitment among staff, leading and managing people as individuals whilst developing the common goals of the team	E
Ability to propel the school's vision and values forward and promote its achievements to local and wider communities	E

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data Protection Act 1984 for the security, accuracy and significance of personal data held on such systems.

This job description outlines the main duties of the post, and is current at the date shown, incorporating the Department for Education Headteachers' Standards 2020.

***The postholder will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Deputy CEO or CEO. The postholder will be required to safeguard and promote the welfare of children and young people and is expected to demonstrate this commitment, holding all staff and volunteers accountable for their contribution to the safeguarding regulations.***

