



Job Title: Head of Primary Phase
Grade: Spot Salary.

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.



Core Purpose

The Head of Primary will provide strategic leadership and operational management of the primary phase in an all-through school setting. Reporting directly to the Executive Headteacher, the role will focus on fostering a culture of excellence, high expectations, and inclusivity. The post holder will oversee the leadership of culture, behaviour, staffing resources, and relationships with parents and the wider community while driving improvements in teaching, learning, and continuous school improvement.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

Strategic Leadership:

- Lead the development and implementation of a vision for the primary phase that aligns with the all-through school's ethos and strategic objectives.
- Work collaboratively with the Executive Headteacher and the wider leadership team to shape and implement the school's long-term improvement plans.
- Foster a culture of high expectations and excellence, ensuring all students thrive academically and socially.

Culture and Behaviour:

- Establish and maintain a positive and inclusive school culture that reflects the school's commitment to social justice and equity.
- Lead on behaviour strategies, ensuring consistency in expectations and procedures across the primary phase.
- Model and promote an emotionally intelligent approach to leadership, fostering respect and trust among staff, students, and parents.

Teaching and Learning Improvement:

- Drive continuous improvement in teaching and learning, ensuring all students receive high-quality instruction.
- Monitor and evaluate the quality of teaching, learning, and assessment to ensure effective practice and high student outcomes.
- Oversee professional development for staff, ensuring targeted training and coaching that aligns with the school's priorities and teacher development goals.

Staffing and Resource Management:

- Line manage senior leaders in the primary phase, including the Senior Deputy Headteacher and Deputy Headteacher, ensuring clarity of roles and effective performance management.
- Develop and implement systems and procedures to support efficient staffing, resource allocation, and operational management.



- Foster a collaborative and supportive environment for staff, promoting well-being and professional growth.

Parental and Community Engagement:

- Build and sustain effective relationships with parents, ensuring clear communication and opportunities for partnership in their children's education.
- Act as an ambassador for the school in the wider community, developing relationships with local organisations and stakeholders to support the school's mission.
- Promote social justice and inclusivity by actively engaging with the community to address barriers to learning and support student success.

School Improvement and Accountability:

- Lead on the design and implementation of systems and procedures that promote high standards of teaching, behaviour, and outcomes for students.
- Monitor and evaluate school improvement initiatives, using data and evidence to inform strategic decision-making.
- Ensure compliance with all statutory requirements and accountability frameworks, including safeguarding, health and safety, and curriculum standards.

Other Duties

- Attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- Promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- Be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time, you may be required to carry out other duties commensurate with the role.



Person Specification

Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	<p>Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.</p>	
Qualifications/Experience	<p>Qualified Teacher Status (QTS).</p> <p>Evidence of continuous professional development in leadership and school improvement.</p> <p>Proven track record of significant positive impact in leadership roles, particularly in school improvement.</p> <p>Experience working in under-resourced or diverse communities, with a commitment to addressing social inequality.</p> <p>Demonstrable success in improving teaching, learning, and outcomes for students.</p> <p>Experience in leading and managing senior staff and fostering a collaborative team culture.</p> <p>Evidence of developing effective systems and procedures that drive school improvement.</p> <p>Visionary and inspirational leader, capable of shaping a culture of excellence and inclusivity.</p>	<p>Advanced qualifications in education or leadership (e.g., NPQH)</p>



Knowledge/Skills

Deep understanding of national and international best practices in education.

Strong grasp of strategies for improving teaching, learning, and behaviour in a school setting.

Ability to analyse and interpret data to inform decision-making and school improvement planning.

Exceptional interpersonal and communication skills, with the ability to build strong relationships with staff, parents, and community stakeholders.

Knowledge of safeguarding policies and procedures, with a commitment to student welfare.

Resilient, adaptable, and solution-focused, with the ability to manage competing priorities effectively.

Committed to social justice and equity, with a clear vision for addressing barriers to learning and fostering every child's potential to excel.