Head of School
Roecliffe Church of England Primary School

Closing date: Thursday 15th May 2025, 9am

Interview date: Thursday 22nd May 2025

About Roecliffe CE Primary School

Roecliffe CE Primary School is a vibrant and nurturing Church of England school set in the heart of the beautiful North Yorkshire countryside. Rooted in strong Christian values and a commitment to excellence, we provide a rich and engaging learning environment where every child is supported to flourish academically, socially, and spiritually.

Our dedicated team of staff, supportive community, and enthusiastic learners make Roecliffe a truly special place to be. With a strong emphasis on creativity, outdoor learning, and inclusive education, we strive to foster a love of learning and a deep sense of belonging in all our pupils.

We are now seeking a dynamic and inspirational Head of School to lead our talented team, build on our successes, and shape the future of our thriving school community. This is a unique opportunity to make a lasting impact, working collaboratively with our Executive Headteacher and Local Academy Council to drive continuous improvement and uphold our Christian ethos.

Reporting to	Executive Headteacher
Duration of Post	Permanent
Work Commitment	Full time
Salary	L3 – L6
Start date	September 2025

As the successful candidate, you will benefit from:

- Membership of the Teachers' Pension Scheme, offering excellent financial security for the future.
- Access to the Cycle to Work scheme, promoting a healthy and cost-effective commute.
- A friendly and inclusive workplace, where staff are valued and supported.
- The opportunity to be part of a Trust focused on making a real difference for children, ensuring they receive the best possible education and opportunities to thrive.
- A culture of collaboration and professional learning, with access to networks across the Trust that support growth, resilience, and leadership development.

Please see below for a full job description and personal specification.

Should you choose to make an application, please email Info@LDLT.co.uk

Head of School

1. Introduction

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document. The performance of all duties and responsibilities set out below will be under the reasonable direction of the Executive Headteacher or other senior managers, including the Director for School Effectiveness and CEO, if appropriate. Reasonable amendments to the job description may be made, at any time, at the Trust's discretion to fit with the demands and needs of the Trust, its schools and its pupils.

Leeds Diocesan Learning Trust is committed to promoting equal opportunities in employment. All staff and job applicants receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

Leeds Diocesan Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. We promote diversity and want a workforce which reflects the population of our city. Appointments are made subject to an Enhanced DBS Check.

2. Overview

To lead the day-to-day management of Roecliffe CE Primary School, under the strategic guidance of the Executive Headteacher, ensuring high standards of teaching and learning, safeguarding, Collective Worship, pastoral care and operational effectiveness. The Head of School also maintains a regular classroom teaching commitment, modelling excellent practice and fostering a culture of ambition, inclusion, and continuous improvement. The role contributes to wider leadership collaboration across the Trust, ensuring consistency with Trust priorities and approaches.

3. Key Responsibilities

Leadership and Management

- Provide strong, visible, and consistent leadership within the context of the Trust's vision and values.
- Lead and uphold the distinctive nature of the school as a Church of England school.
- Lead daily operations at Roecliffe CE Primary, ensuring a calm, purposeful, and inclusive environment for learning.
- Oversee staffing, cover, timetabling, routines, and behaviour systems.
- Implement Trust and school policies consistently and effectively.
- Communicate clearly and constructively across the school team and with the wider school community.
- Contribute to collaborative leadership initiatives that strengthen practice across the Trust.

Teaching, Learning and Curriculum

- Teach a class for a designated proportion of the week (typically 2 days, to be determined with the Executive Headteacher).
- Maintain high expectations for teaching quality and pupil achievement.
- Support and challenge teaching staff through monitoring, feedback, and coaching.
- Analyse pupil data to drive improvement and lead targeted intervention strategies.
- Promote evidence-informed teaching, curriculum innovation, and inclusive pedagogy.
- Support curriculum development that meets the needs of all learners and reflects Trust-wide priorities.

Staff Development and Performance

- Lead and line manage staff effectively, fostering a collaborative, supportive working culture.
- Promote a strong ethos of professional learning, reflection, and coaching.
- Model professional integrity, high standards, and respectful leadership.
- Identify and address underperformance sensitively and constructively.
- Support staff well-being and professional resilience.

Behaviour, Inclusion and Safeguarding

- Lead on behaviour and attendance, ensuring a positive, respectful culture where pupils feel safe and supported.
- Serve as Designated Safeguarding Lead (DSL), or support DSLs, ensuring robust safeguarding practices are embedded.
- Uphold high standards of inclusion, supporting SEND, EAL, disadvantaged, and vulnerable pupils.
- Work closely with families and external agencies to secure pastoral and academic success for all pupils.

Community and Pastoral Leadership

- Lead Collective Worship and support children's spiritual development.
- Build strong relationships with pupils, staff, parents, and the wider community.
- Promote engagement through events, communication, and inclusive practice.
- Champion the school's Christian character and maintain strong links with the church.
- Lead with empathy, compassion, and a deep understanding of the pastoral needs of children and families.

Contributing to Strategic Leadership

- Work closely with the Executive Headteacher to shape and deliver school improvement planning.
- Provide regular reports, analysis, and updates to the Executive Headteacher and LAC.
- Participate in Trust-led initiatives, leadership forums, and professional networks.
- Act as a positive ambassador for Roecliffe CE Primary School within the Trust and beyond.

ROECLIFFE
C of E Primary School

LDLT
LEEDS DIOCESAN LEARNING TRUST

Person Specification

	Essential	Desirable
Qualifications and Experience	The successful candidate will: • Have QTS. • A degree level qualification or equivalent • Be willing to undertake relevant CPD and additional further training • Proven classroom excellence with recent teaching experience • Senior leadership experience (e.g. Deputy/Assistant Head) • Strong track record of improving teaching and learning and driving whole-school improvement. • Experience of working with governors, parents, and external partners	• DSL Training • Experience of teaching and leading in Church Schools • Experience modelling and mentoring others in teaching practice. • Experience as DSL or Deputy DSL.
Leadership and Management	The successful candidate will: • Have high expectations for pupils and staff, promoting excellence in all areas of school life. • Strong decision-making skills with the ability to lead confidently. • Able to analyse data and target interventions to address outcomes. • Experience of implementing strategies for raising achievement in pupils. • Experience of curriculum design and management. • Ability to lead, inspire, and develop staff teams.	• Experience of handling complaints and concerns from parents and other key stakeholders. • Developing an effective model for behaviour and attendance management. • Experience in managing change.
Knowledge and skills	The successful candidate will have: • An understanding of how to present plans and strategies in a clear and concise manner. • An understanding of the principles behind school improvement. • Sound knowledge of the responsibilities and roles that come with being a senior leader of a school. • Deep understanding of effective teaching, learning, and curriculum design.	• Understanding of employment law and HR processes • A working knowledge of how to manage the reputation of the school and engage with the school community. • A proven track record of successful networking to secure resources and opportunities.

	• Commitment to inclusive education, ensuring high-quality provision for all pupils. • Strong knowledge and commitment to safeguarding responsibilities and inclusive practice. • Ability to manage teaching and leadership responsibilities concurrently. • Ability to foster a culture of care, wellbeing, and pastoral support for pupils and staff.	• Able to challenge underperformance and boost expectations.
Personal qualities	The successful candidate will: • Be able to lead (including leading by example) • Have excellent communication and interpersonal skills. • Have good attendance and punctuality. • Be proactive in the working environment. • Be enthusiastic and positive. • Be able to adapt to changes in priorities. • Be able to anticipate workload and plan. • Be able to develop effective relationships with parents and headteachers, including staff within school and work as part of a team. • Be able to encourage and enable others to reach their full potential. • Be approachable, empathetic and personable. • Be able to motivate themself and those around them.	• Self-confidence • Ability to relate well to other professionals