



Job Description

Job Title:		Head of School	
School:		St Peter's Church of England Primary School	
Salary Range:		L11 – L15	
Date:	July 2026	Status:	Final
Responsible to:		Executive Head Teacher	
Responsible for:		School teaching and support staff	
Job purpose:		Provide the day-to-day leadership of a single school. Motivate and inspire students, staff, parents and the wider community. Provide leadership and oversight of SEND provision across a single school Work closely to deliver the priorities of the Executive Head Teacher to improve pupil progress, outcomes and academic results at the school within the context of the NEAT vision and values.	

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Main responsibilities

As Head of School, carry out the professional responsibilities, as set out in the School Teachers' Pay and Conditions Document of a Deputy Headteacher in addition to those of a Teacher. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum.

Educational leadership and management

1. Work with the Executive Headteacher to agree on a robust school improvement plan.
2. Develop a shared expectation of outstanding quality first teaching and ensure staff are provided with effective opportunities to develop their professional expertise.
3. Create and support an aspirational and innovative culture of learning in the school.
4. Lead on the development and implementation of SEND provision and take on the role of SENCO within school to ensure all pupils receive a quality first offer.
5. Create a climate for learning and a system of monitoring and intervention that enables all students to thrive.
6. Set and embed high educational standards in the school.

7. Work with the Executive Headteacher to deliver an effective curriculum and broader experience for learners.
8. Monitor and evaluate the performance of the school, responding and reporting to the Executive Head Teacher, as required.
9. Ensure the welfare and safety of all students from all groups, including their safeguarding.
10. Ensure appropriate strategies for managing attendance, behaviour and exclusions are implemented throughout the school.

Leadership and management

11. Work with all stakeholders to develop a positive school ethos and culture.
12. Lead the school with direction from the Executive Headteacher, in partnership with the local governing committee.
13. Contribute to formulating, communicating and delivering to aspirational short- and medium-term aims and objectives for the school within the context of the trust's longer-term vision.
14. Develop and maintain the values of NEAT within the school.
15. Lead on schools SIAMs preparation and self-evaluation
16. Contribute professionally to the broader NEAT agenda including the development and delivery of strategic plans and priorities.

People leadership and management

17. Lead on all day-to-day staffing issues in the school, referring the appointment of staff and dismissals to the Executive Headteacher.
18. Ensure a culture of working together to achieve high standards throughout the school.
19. Manage performance and ensure that staff receive appropriate support to achieve those high standards.
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21. Support the Executive Headteacher to identify approaches to staffing and recruitment.
22. Create a climate of reflective practice and professional development that enables all staff to achieve their best. Contribute to and participate in shared CPD arrangements across NEAT.
23. Develop capacity within the senior and middle leadership teams.

Financial and business management

- 24. Work closely with the Chief Operating Financial Officer and under the guidance of the Executive Headteacher to monitor actual expenditure against budget.
- 25. Implement key Trust-wide policies and strategies e.g. finance, people management, equalities, diversity and inclusion, IT, information governance, health and safety, communication and engagement.
- 26. Ensure that efficient administrative systems are implemented and managed.
- 27. Manage and utilise the site and facilities to the benefit of the school, the trust and the local community. Collaborate with other schools in the trust to ensure best use of all facilities for the benefits of pupils.

Parental, community and sector engagement

- 28. Develop strong and effective partnerships with parents.
- 29. Work in collaboration with external partners for the benefit of our learners.
- 30. Develop a thriving sense of school community to include present, past and future pupils and parents.
- 31. Create proactive links with the community including, for example, businesses, feeder schools, other local schools, local community groups and religious organisations.
- 32. Take an active role in developing networks across the education sector including other primary schools and multi academy trusts.
- 33. Promote the school's Christian ethos and constantly look to enhance the offer for pupils in school.

Trust responsibilities

- 34. Work to fulfil the vision and values of the trust.
- 35. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
- 36. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
- 37. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
- 38. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
- 39. Participate in appraisal, training and development and other activities that contribute to performance management.
- 40. Attend and participate in regular team and 1:1 meetings.