



Head of School

Job title: Head of School, Worfield Endowed CE Primary School

Reporting to: CEO

Effective date of JD: required *April 2026 (or as soon as possible after this date)*

Salary Range: Leadership Pay Range Pay Point L4- L8

Job Purpose including main duties and responsibilities:

You will;

- be responsible for the effective day-to-day running of Worfield School, upholding the vision of the Trust
- provide leadership and management of curriculum delivery and of teaching and learning across the School which enables the School to give every pupil high quality education which promotes the highest possible standards of achievement
- provide an outstanding model of classroom practice
- ensure that the school is an integral part of the local community, and take account of, and respond to, feedback from pupils, parents and the wider community.
- teach a class for up to 2 days of the week— this shall mainly be Year 4 during the remainder of academic year 2025-26
- work in close collaboration with other senior leaders and Trust executive leaders to secure the long-term success of Trust (the role will involve some travelling to other schools within SCEAT)

(This job description should also be read in conjunction with a teacher job description)

Key Accountabilities

1.
 - a. Take responsibility for the organisation, management and conduct of the School
 - b. Lead the development of the teaching team within the School working in partnership with the Trust's Director of Teaching & Learning
 - c. Ensure a continuous and consistent focus on pupils' achievement and progress
 - d. Motivate others to create a shared learning culture across the School which is in-line with the Trust's vision

- e. Contribute to and communicate the School's vision which expresses core Christian values and purpose and implement the shared vision through agreed objectives and operational plans.
- f. Lead the delivery of the curriculum across the School, working under the direction and support of the Trust's Director of Teaching and Learning, and lead the continued development of all subject leaders within the school.
- g. Oversee and pro-actively support the implementation of all agreed policies within the School

2. Leading Teaching and Learning to:

- a. Ensure the effective delivery of the agreed curriculum across the school which fosters children's curiosity and develops a love of learning in-line with school policies.
- b. Ensure that learning environments promote a love of learning and serve to support teaching and learning to raise levels of attainment and achievement for all pupils.
- c. Support staff to embed creative, responsive and effective approaches to teaching and learning across the school.
- d. Ensure that pupil behaviour is positively managed in accordance with the school's Behaviour Regulation Policy, to ensure good order and due regard for health and safety and pupil wellbeing.
- e. Support a researched based approach to the creation, review and implementation of curriculum policies as required.
- f. Ensure that the School offers a range of home-learning opportunities, making use of technology where appropriate, and that homework contributes to pupils' learning
- g. Maintain existing links and develop further positive links with the local community and parents/carers to enhance provision for all learners
- h. Make a positive contribution to the distinctiveness and effectiveness of the School as a church school, taking responsibility for SIAMS evaluation and working closely with the Trust executive leadership team in preparation for, and during, inspection processes.
- i. Set high expectations for the quality of teaching.
- j. Monitor curriculum delivery and classroom practice; evaluate effectively the quality of teaching and learning across the School using established Trust processes.
- k. Provide regular written reports to the Trust's Executive Leadership Team and the School's Local Governing Body

3. Develop Self and Others and Secure Accountability:

- a. Take responsibility for the effective day-to-day running of the School
- b. Be the public face of the School
- c. Provide effective line-management to the teachers in the School.
- d. Coach and mentor staff as necessary to raise teaching standards further
- e. Undertake the appraisal of teaching staff in accordance with the agreed Trust Appraisal Policy
- f. Regularly review own practice, set personal targets and take responsibility for own development
- g. Engage in self-initiated study to remain abreast of the latest educational research; recognising how this can inform working practices in the School
- h. Ensure website compliance for the School as well as ensuring the website promotes the work of the school and contains up-to-date and relevant information

- i. Evaluate the work of the School and contribute to the school's self-assessment processes as determined by the Executive Headteacher including for Ofsted inspection and SIAMS

4. Community Relations

- a. Encourage and develop positive cooperation between the School, home and the wider community
- b. Ensure that parents have timely access to appropriate information about the School and the curriculum
- c. Encourage community participation in the activities of the School, e.g. school plays, where applicable
- d. Ensure that pupils and staff have a high standard of self-presentation, respect for the School and the local community
- e. Lead the School's work to promote equal opportunities and tackle discrimination
- f. Arrange for parents to be given regular information about the progress of their children and other educational issues
- g. Work with parents to ensure pupils have access to extended services, extra-curricular opportunities, homework and other educational and social experiences
- h. Take an active role in the work of The Friends of Worfield School (PTFA)

5. Other responsibilities:

- a. To be designated safeguarding lead (DSL) for child protection and safeguarding; maintaining the appropriate level of training
- b. To be a designated teacher within the School for Children Looked After (CLA) and Previously Looked After Children (PLAC)
- c. To be the RE and Worship Leader for the School
- d. To regularly lead whole school assemblies
- e. To lead a weekly staff briefing
- f. To plan and deliver professional development meetings (PDMs) as determined by the School Development Plan.
- g. To attend Head of School meetings and SLT meetings as required with Trust colleagues
- h. To represent the School at external events/meetings as reasonably required by the Trust's Leadership or Governors

Shropshire Church of England Academies Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the Trust or within its schools to share this commitment.

This job description is subject to review by the CEO in negotiation with the post holder at any time. However, an annual review of this job description and allocation of particular responsibilities will take place as part of agreed appraisal procedures.

Shropshire Church of England Academies Trust

Date of job description: January 2026

Postholder:

Signed: Date:

CEO/Trust representative:

Signed: Date: