



Great Torrington Bluecoat C of E Primary School



JOB DESCRIPTION

School Name	Great Torrington Bluecoat C of E Primary School
Job Description	Headteacher
Pay Range	L18 - L24 (£71,729 - £82,258)
Responsible to	The Governing Body, The Local Authority and the Diocese

Main Purposes of the Job

- To provide a clear vision and outstanding professional leadership which secures a high-quality education, inspiring and motivating its pupils.
- To promote high standards of academic achievement ensuring that all pupils are supported to reach their full potential.
- To ensure provision across the school is rigorously monitored and evaluated, proactively addressing outcomes as appropriate.
- To work with others, to foster a culture of continuous improvement through coaching, mentoring and collaboration.
- To be responsible for the leadership, internal organisation and management of the school, consulting appropriately with stakeholders.
- To create a safe and caring environment for all pupils and staff by ensuring that the relevant policies are known and adhered to.
- To promote and safeguard the welfare of all children and young people the Headteacher is responsible for or comes into contact with.

Qualities and Knowledge

- Promote the School Vision and Christian distinctiveness by collaborating with school staff and governors

- Model exemplary professional behaviour towards all stakeholders within the school community
- Identify current or proposed changes to relevant legislation, guidance and research and inform staff and governors on how these impact on school improvement and vision
- Engage parents in their child's education and development and liaise with other agencies to safeguard children and families
- Demonstrate strong financial management and accountability and provide effective use of public funds
- Evaluate school's performance data and implement strategies for improvement

Pupils and Staff

- Establish a culture of wellbeing and achievement for all pupils including disadvantaged
- Deliver a broad and balanced curriculum ensuring statutory compliance and ambitious standards of achievement
- Track and report on attainment of all pupils and benchmark school performance both locally and nationally
- Ensure levels of pastoral care, guidance and support are available to all pupils including the most vulnerable and those with special needs and disabilities
- Identify and address barriers to inclusion by establishing positive, respectful relationships in a safe and inclusive environment
- Empower and inspire staff through a culture of celebrating success and supportively challenging weakness
- Oversee a formal, open and transparent Performance Management system which offers opportunity for wider responsibility as well as awareness of staff aspirations

Systems and Processes

- Ensure that key policies are current, accessible and understood by staff and governors addressing any oversight or weakness
- Use these policies to deploy staff with regard to personnel policies and equality of opportunity

- Create a safe environment for school stakeholders by ensuring that relevant policies are known and adhered to
- Consider feedback and views from children, families and staff
- Have robust systems in place to ensure staff are accountable for their professional conduct and practice
- Work effectively with governors to support appropriate and strategic challenge
- Be accountable for pupils' progress and achievement
- Agree school improvement priorities and manage strategic implementation
- Deploy budgets and resources effectively adhering to the Schools Financial Value Standard (SFVS)
- Develop clear and manageable roles and responsibilities which hold staff to account and achieve optimum effect

The Culture of Continuous Improvement

- Evaluate new innovations and methods using external benchmarking or partners
- Identify and develop new and future leaders and contribute to local and national leadership opportunities
- Create systems to engage effectively with external agencies
- Model and promote exemplary practice

The Christian Character of the School

- Articulate and demonstrate the Christian ethos and vision of the school and ensure it is acted upon effectively
- Operate within Local Authority and Diocesan guidelines and effectively liaise with the Local Authority and Diocese of Exeter
- Promote relationships between the school and the wider community such as the parish church and local faith groups

Personal Specification

The Governing Body of Great Torrington Bluecoat C of E Primary School is focused on ensuring that the school provides an excellent and empowering environment for learning. We have very high aspirations and are looking for a Headteacher that can both deliver and further develop our vision for a high quality, inclusive education for all.

The successful applicant will have the following characteristics:

	Essential	Desirable
Qualifications and Training		
Qualified Teacher Status	✓	
Degree	✓	
Senior Leadership Development eg. NPQH		✓
Leadership experience as a DHT or HT in the primary phase	✓	
Proven senior leadership experience in a larger primary school	✓	
Up to date safeguarding training	✓	
Experience as working as DSL		✓
Qualities and knowledge		
Hold and be able to articulate clear values and moral purpose, focused on developing a learning community, a place where everyone has the same chance to develop and succeed.	✓	
Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.	✓	
Lead by example - with integrity, creativity, resilience, and clarity - drawing on own scholarship, expertise and skills, and that of those around them.	✓	
Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.	✓	

Work with careful judgement and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.	✓	
Knowledge and understanding of the Early Years curriculum, SEND, and experience of inclusive practice.	✓	
Demonstrates leadership qualities with a proven ability to create, develop, and lead high-performance teams. Capable of setting challenging targets, meeting deadlines, and effectively working under pressure.	✓	
Pupils and Staff		
Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.	✓	
Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.	✓	
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 and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.	✓	
Systems and Processes		
Ensure that the school's systems, organisation and processes are efficient and uphold the principles of transparency, integrity and probity.	✓	
Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.	✓	
Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to professionally develop and to value excellent practice.	✓	
Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions in relation to the school's improvement strategy and accountability for pupil, staff and financial performance.		✓
Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.		✓
Devolve responsibility throughout the organisation, forging and empowering teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.	✓	
The Culture of Continued Improvement		

Create an outward-facing school which works with other schools and organisations to champion best practice and secure excellent achievements for all pupils	✓	
Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.		✓
Question educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research.		✓
Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.		✓
The Christian Character of the School		
Know and understand the roles and responsibilities of the Headteacher and governors in a Voluntary Controlled School.	✓	
Understand the importance of the school within the context of the life of the church, fostering a clear Anglican ethos enabling children and staff to flourish.	✓	