Job Description
Headteacher of Accrington Benjamin Hargreaves CE Primary School

Introduction

This job description is informed by the *Headteachers' Standards (2020)*, which build upon the *Teachers' Standards (2012)* and set out the expectations of effective professional leadership in schools.

The appointment is subject to the relevant provisions of the School Teachers' Pay and Conditions Document, as adopted by Learning Together Trust, applicable education and employment legislation, the Trust's policies and procedures, and the requirements associated with the school's Church of England designation.

The Headteacher will work collaboratively with the Trust Board of Directors, Central Trust Team, Local Governing Board, staff, pupils, parents and carers, the Diocese and wider community to secure the very best outcomes for all children.

As part of Learning Together Trust, the Headteacher will have the professional autonomy to lead and develop the school, celebrating its distinctive Christian character and responding to the needs of its community, whilst benefiting from the expertise, collaboration and support of the wider Trust family.

A. The Core Purpose of the Headteacher

The Headteacher will provide inspirational, compassionate and ambitious leadership, rooted in the school's distinctive Christian vision and values, ensuring that every child and adult is known, valued, supported and empowered to flourish.

Guided by Christ's example and the belief that all should experience *'life in all its fullness'* (John 10:10), the Headteacher will nurture a culture of love, belonging, aspiration and excellence, where faith is lived out through relationships, decisions and everyday experiences.

As the leading professional within the school, the Headteacher will be responsible for its strategic leadership, educational performance and day-to-day management, ensuring that high expectations, effective teaching and an ambitious, inclusive curriculum enable every child to achieve their full potential.

The Headteacher will:

- Champion and embed the school's Christian vision, ensuring that its distinctive ethos shapes the culture, curriculum, relationships and wider life of the school.
- Provide strong, visible and values-driven leadership, inspiring a shared commitment to excellence, inclusion and continuous improvement.
- Build upon the school's positive journey of improvement, celebrating achievements whilst identifying and addressing priorities for further development.
- Secure high standards of teaching, learning, behaviour, attendance and achievement, ensuring that all pupils, regardless of background, ability or starting point, are supported to succeed.
- Foster a nurturing and inclusive environment where pupils and staff experience a genuine sense of belonging, wellbeing and personal fulfilment.
- Ensure that high-quality Religious Education, collective worship and opportunities for spiritual development are central to the life of the school.

- Lead and develop a highly effective staff team, promoting professional growth, collaboration, wellbeing and shared responsibility.
- Exercise professional autonomy and strategic leadership within the Trust's agreed policies, priorities and Scheme of Delegation.
- Work collaboratively with Trust leaders, fellow Headteachers and Governors, contributing to collective school improvement and sharing expertise across the Trust family.
- Ensure effective stewardship of resources, strong safeguarding arrangements and compliance with statutory and regulatory requirements.
- Build positive and meaningful partnerships with parents, carers, the Church, the Diocese and the wider community.

The Headteacher will be accountable to Learning Together Trust, through its established governance and leadership arrangements, for the effective leadership, management and performance of the school.

Above all, the Headteacher will ensure that the school's Christian vision is not simply expressed in words, but lived out through a culture where every child and adult is encouraged and enabled to flourish.

B. Headteacher Standards

1. School Culture

The Headteacher will:

- Establish, sustain and champion the school's distinctive Christian vision, ethos and strategic direction, working collaboratively with Trust leaders, Governors, staff, pupils, families and the Diocese.
- Create a welcoming, nurturing and inclusive culture where every child experiences a positive, enriching and fulfilling school life.
- Promote high aspirations and ambitious educational standards, preparing pupils from all backgrounds for the next stage of their education and life.
- Foster positive, respectful and compassionate relationships, rooted in Christian values, ensuring that everyone feels a genuine sense of belonging.
- Promote a safe, orderly and inclusive learning environment where diversity is celebrated and every individual is valued.
- Establish a culture of high professional expectations, integrity, collaboration and mutual respect among all staff.

2. Teaching

The Headteacher will:

- Establish and sustain high-quality, evidence-informed teaching across all subjects and phases, ensuring that every pupil benefits from excellent educational experiences.
- Promote a strong understanding of effective pedagogy and how children learn, ensuring that teaching responds appropriately to pupils' needs and starting points.
- Develop and support high levels of subject expertise, ensuring that teaching reflects the distinctive knowledge, skills and approaches of individual curriculum subjects.
- Ensure that formative assessment is used effectively to identify misconceptions, address gaps in learning and inform teaching.
- Secure high-quality Religious Education that reflects the school's Church of England foundation and promotes religious literacy, enquiry and understanding.

3. Curriculum and Assessment

The Headteacher will:

- Ensure that all pupils benefit from a broad, ambitious, coherent and carefully sequenced curriculum, which reflects the school's Christian vision and the needs of its community.
- Champion an inclusive curriculum that enables every child to access learning, develop essential knowledge and skills, and achieve their potential.
- Ensure that Religious Education is challenging, engaging and appropriately structured, reflecting the requirements of the school's Church of England foundation.
- Develop effective curriculum and subject leadership, enabling staff to access high-quality professional learning, expertise and collaborative networks.
- Prioritise the development of strong foundations in reading, writing and mathematics, including the effective teaching of early reading through systematic synthetic phonics.
- Ensure that assessment is accurate, purposeful and proportionate, informing teaching, identifying gaps and supporting sustained improvement.
- Promote rich and varied enrichment opportunities that broaden horizons, develop cultural capital and nurture pupils' spiritual, moral, social and cultural development.

4. Behaviour and Attitudes

The Headteacher will:

- Establish and sustain high expectations of behaviour, rooted in the school's Christian vision and underpinned by positive relationships, clear routines and mutual respect.
- Promote a consistent, fair and relational approach to behaviour that recognises individual needs whilst maintaining high expectations for all.
- Ensure that pupils understand the importance of kindness, responsibility, respect and compassion in their relationships with others.
- Foster a calm, safe and purposeful learning environment where children feel secure, supported and ready to learn.
- Ensure that all adults consistently model the school's Christian values and promote positive attitudes to learning, attendance and school life.

5. Inclusion, Additional Needs and Special Educational Needs and Disabilities

The Headteacher will:

- Champion an inclusive school culture where every child, regardless of background, disadvantage, ability or additional need, is valued and supported to flourish.
- Maintain ambitious expectations for pupils with SEND and those who face barriers to learning, ensuring equitable access to high-quality education.
- Ensure that teaching, curriculum provision and the wider school environment are appropriately adapted to meet pupils' individual needs.
- Promote early identification of additional needs and effective, timely intervention, working collaboratively with staff, families and external professionals.
- Develop a nurturing and supportive environment that promotes emotional wellbeing, positive relationships and a strong sense of belonging.
- Ensure that the school fulfils its statutory duties under the SEND Code of Practice and relevant equality legislation.

6. Professional Development

The Headteacher will:

- Establish a culture of professional learning, reflection and continuous improvement, where all staff are supported and empowered to develop their expertise.
- Ensure access to high-quality, sustained professional development, aligned with school improvement priorities, team needs and individual aspirations.
- Develop leadership capacity at all levels, encouraging professional growth, distributed leadership and effective succession planning.
- Promote collaboration and the sharing of expertise across Learning Together Trust, drawing upon the knowledge, experience and support of the Central Trust Team and fellow schools.
- Ensure that professional development is evidence-informed, purposeful and evaluated for its impact on teaching, learning and pupil outcomes.
- Support staff in developing their understanding of the school's Christian vision, collective worship, Religious Education and distinctive Church school character, drawing upon diocesan and national expertise.
- Promote staff wellbeing, professional fulfilment and a culture where adults, as well as children, can flourish.

7. Organisational Management

The Headteacher will:

- Ensure that safeguarding and the protection of children remain paramount, establishing a strong culture of vigilance, responsibility and care.
- Provide effective day-to-day leadership and management, ensuring that the school operates safely, efficiently and in accordance with statutory requirements and Trust policies.
- Work collaboratively with the Central Trust Team to ensure the effective management of finance, staffing, resources, premises and operational matters.
- Deploy staff and resources strategically to maximise their impact on educational outcomes, whilst promoting manageable workloads and staff wellbeing.
- Establish clear and effective systems, processes and policies that support the smooth running of the school.
- Identify, assess and manage risks appropriately, ensuring effective arrangements for health, safety and compliance.
- Exercise responsible stewardship of public funds and school resources, demonstrating integrity, transparency and accountability.

8. Continuous School Improvement

The Headteacher will:

- Provide ambitious and strategic leadership that builds upon the school's achievements and secures sustained improvement over time.
- Establish a culture of honest, reflective and proportionate self-evaluation, celebrating strengths whilst identifying priorities for further development.
- Use a range of evidence, including pupil outcomes, assessment information, monitoring and stakeholder feedback, to evaluate school effectiveness.
- Develop and implement a focused, evidence-informed School Development Plan, with clear priorities, measurable outcomes and realistic timescales.
- Work closely with Trust leaders, Governors and staff to monitor, evaluate and strengthen the impact of improvement strategies.
- Draw upon the expertise, collaboration and support available across Learning Together Trust to accelerate improvement and sustain high standards.
- Ensure that the school's Christian vision remains central to its improvement journey, including ongoing evaluation against the SIAMS framework.

9. Working in Partnership

The Headteacher will:

- Develop strong, trusting and respectful relationships with parents, carers, the Church and the wider community, recognising their vital contribution to children's education and wellbeing.
- Foster meaningful partnerships with local churches and the Diocese, strengthening the school's distinctive Christian character and its contribution to the community.
- Work collaboratively with fellow Headteachers and the Central Trust Team, contributing positively to the shared vision, values and strategic priorities of Learning Together Trust.
- Actively participate in Trust-wide collaboration, professional networks and school improvement initiatives, generously sharing expertise and celebrating collective success.
- Build effective relationships with external agencies, educational partners and other professionals to improve outcomes and opportunities for children.
- Represent the school and Trust with professionalism, integrity and pride, promoting a positive reputation within the local community and beyond.

10. Governance and Accountability

The Headteacher will:

- Understand, respect and embrace the principles of effective governance, recognising the importance of accountability, transparency and constructive challenge.
- Work collaboratively with the Trust Board of Directors, Central Trust Team and Local Governing Board, in accordance with the Trust's Scheme of Delegation and established accountability arrangements.
- Provide accurate, timely and evaluative information to support effective governance, monitoring and strategic decision-making.
- Establish and sustain positive professional relationships with Governors, ensuring that they are appropriately informed and enabled to fulfil their delegated responsibilities.
- Ensure that staff understand their professional responsibilities and are supported and held accountable for the quality and impact of their work.
- Maintain robust systems for safeguarding, compliance, risk management and statutory responsibilities.
- Ensure that the school operates effectively within all relevant legislative, regulatory, diocesan and Trust frameworks.
- Demonstrate a commitment to continuous professional reflection, personal accountability and the highest standards of ethical leadership.

C. Commitment to Learning Together Trust

As a member of the Learning Together Trust family, the Headteacher will contribute actively to our shared mission:

'Learning together to achieve success for all God's children.'

The Headteacher will embrace the Trust's Christian vision, *'With God all things are possible'* (Matthew 19:26), and demonstrate a commitment to collaboration, inclusion, excellence and continuous improvement.

Whilst retaining the autonomy to lead the school in response to its unique character and community, the Headteacher will recognise the value of collective responsibility, shared expertise and mutual support across our family of schools.

Through inspirational leadership, professional integrity and a genuine commitment to the flourishing of others, the Headteacher will play an important role in shaping the continued success of both Accrington Benjamin Hargreaves CE Primary School and Learning Together Trust.

This job description sets out the principal duties and responsibilities of the post. It is not intended to be exhaustive and may be reviewed and amended, following appropriate consultation, to reflect the evolving needs of the school and Learning Together Trust.

The successful candidate will be fully committed to safeguarding and promoting the welfare of children and young people, ensuring that their safety and wellbeing remain paramount. As Headteacher, they will lead by example, fostering a strong culture of safeguarding and ensuring that all staff and volunteers understand, uphold and are held accountable for their safeguarding responsibilities, in accordance with statutory requirements and Trust policies.

This job description forms part of the successful candidate's contract of employment and reflects the duties and responsibilities of the post at the time of appointment. It may be reviewed and amended, following appropriate consultation with the postholder, to reflect the evolving needs of the school and Learning Together Trust. The appointment is subject to the relevant provisions of the School Teachers' Pay and Conditions Document, as adopted by the Trust, and all applicable employment legislation and Trust policies.