

PERRYMOUNT PRIMARY SCHOOL

JOB DESCRIPTION

HEADTEACHER

L15 (£82,888) - L21a (£93,556)



Responsible To

The Governing Body

Core Purpose

The Headteacher is accountable to the Governing Body as the principal professional leader of the school for providing strategic leadership, educational direction and effective management to secure high standards of achievement, teaching and learning, behaviour and wellbeing for all pupils.

This job description should be read alongside the current School Teachers' Pay and Conditions Document, the Headteachers' Standards, the Education Acts, Keeping Children Safe in Education and all relevant statutory guidance.

The Headteacher will:

- Provide clear strategic leadership and vision for the school, ensuring the highest quality of education and outcomes for all pupils.
- Lead and inspire governors, staff, pupils, parents and the wider community, promoting a culture of high expectations, inclusion, collaboration and continuous improvement.
- Ensure high standards of teaching, learning and assessment throughout the school through effective monitoring, evaluation and professional development.
- Lead and manage all staff effectively, promoting accountability, professional growth and staff wellbeing.
- Ensure the school provides a broad, balanced, ambitious and inclusive curriculum that meets the needs of all pupils.
- Promote safeguarding and child protection as a fundamental priority across all aspects of school life.
- Ensure effective operational, financial and organisational management of the school.



A. Leadership and Management

1. In consultation with the Governing Body, create, communicate, implement and review the strategic vision and development plan for the school.
2. Lead school improvement priorities to secure high standards of achievement, behaviour, attendance and personal development for all pupils.
3. Develop and maintain a positive, inclusive and aspirational school culture where all pupils and staff can thrive.
4. Ensure effective systems of self-evaluation, monitoring and review are in place and that improvement priorities are informed by accurate analysis of data and evidence.
5. Provide effective financial leadership and ensure resources are deployed efficiently and strategically to support school priorities.
6. Ensure compliance with all statutory responsibilities and regulatory requirements.
7. Develop strong partnerships with governors, parents, the local authority, external agencies and the wider community.
8. Lead and manage change effectively to ensure continuous school improvement.
9. Ensure effective communication systems operate throughout the school community.
10. Promote equality, diversity and inclusion across all aspects of school life.

B. Teaching and Learning

1. Lead, monitor and evaluate the quality of teaching, learning and assessment throughout the school to ensure consistently high standards.
2. Promote excellence in classroom practice and ensure high expectations for teaching and pupil achievement across the school.
3. Establish and maintain effective systems for curriculum planning, assessment, recording and reporting.
4. Ensure the curriculum is broad, balanced, ambitious and responsive to the needs of all pupils.



5. Use pupil performance data effectively to monitor standards, identify priorities and drive improvement.
 6. Ensure that effective intervention and support strategies are in place to improve outcomes for all groups of pupils, including disadvantaged pupils and pupils with SEND.
 7. Lead the development of teaching and learning through coaching, mentoring, professional development and performance management.
 8. Ensure consistency and high expectations in behaviour management and classroom practice.
 9. Promote innovation and evidence-informed approaches to teaching and learning.
 10. Maintain a strong focus on raising standards in literacy, mathematics and the wider curriculum.
-

C. Line Management and Staff Leadership

1. Provide effective line management and leadership for all teaching, support, administrative and site staff.
 2. Lead, supervise and participate in arrangements for staff appraisal and performance management.
 3. Set high expectations for professional conduct, performance and accountability for all staff.
 4. Ensure all staff have access to high quality professional development, coaching and training opportunities.
 5. Lead staff recruitment, deployment and retention in partnership with the Governing Body.
 6. Promote staff wellbeing and maintain a positive and supportive working environment.
 7. Develop leadership capacity across the school and support succession planning.
 8. Ensure all staff understand and fulfil their safeguarding responsibilities.
 9. Promote collaborative working practices and effective communication between all staff.
-



D. Pupils and Inclusion

1. Ensure the highest standards of achievement and wellbeing for all pupils regardless of background, ability or need.
 2. Ensure all pupils have equality of access to a high-quality education and the full curriculum.
 3. Ensure effective provision for pupils with Special Educational Needs and Disabilities (SEND) in line with the SEND Code of Practice.
 4. Promote positive behaviour, attendance, personal development and pupil welfare throughout the school.
 5. Ensure robust safeguarding and child protection procedures are fully implemented and consistently followed.
 6. Promote pupils' spiritual, moral, social and cultural development and prepare pupils positively for life in modern Britain.
 7. Ensure effective systems are in place to support vulnerable pupils and families.
-

E. Curriculum and Assessment

1. Lead the development, implementation and evaluation of the curriculum across the school.
 2. Ensure effective systems of assessment, recording and reporting are in place.
 3. Monitor pupil progress and attainment to ensure high achievement and appropriate challenge for all learners.
 4. Ensure curriculum provision reflects statutory requirements and the school's vision and values.
 5. Promote enrichment opportunities, educational visits and wider curriculum experiences.
-

F. Ethos and Community

1. Promote and sustain a positive, inclusive and aspirational ethos throughout the school.



2. Foster strong relationships with pupils, staff, governors, parents and the wider community.
 3. Promote high standards of behaviour, respect and professionalism across the school.
 4. Ensure parents and carers are well informed and actively engaged in their children's education.
 5. Promote the school positively within the local community and beyond.
-

G. Governance

1. Work in partnership with the Governing Body to support strategic leadership and accountability.
 2. Keep governors fully informed regarding school performance, priorities and statutory responsibilities.
 3. Advise governors appropriately to support effective governance and decision making.
 4. Attend Governing Body meetings and provide accurate reports and recommendations.
-

H. Health, Safety and Safeguarding

1. Ensure the implementation and regular review of health and safety policies and risk assessments.
 2. Ensure the safety, wellbeing and security of pupils, staff, visitors and the school environment.
 3. Promote safeguarding as a shared responsibility across the school community.
 4. Ensure the school site and learning environment are safe, well maintained and fit for purpose.
 5. Ensure appropriate emergency and business continuity procedures are in place.
-

Equal Opportunities



The Headteacher will actively promote equality of opportunity, inclusion and anti-discriminatory practice throughout all aspects of school life.

General

The duties outlined in this job description may be modified by the Governing Body after consultation with the postholder to reflect or anticipate changes in the role, commensurate with the salary and responsibilities of the position.

Head teacher person specification

This document outlines the key skills and experiences we are looking for. The selection panel will assess each candidate against the criteria, expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied this knowledge and understanding in the school context.

The supporting statement should be no more than three A4 pages long.

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Qualifications and Knowledge				
Qualified teacher status with knowledge and experience of EYFS, KS1 and KS2	E	✓		
Degree or Equivalent	E	✓		
Professional Development				
Evidence of appropriate professional development for the role of Headteacher	E	✓		



Evidence of recent leadership and management professional development	E	✓		
Has successfully undertaken appropriate Child Protection training/ Designated Senior Leader training	E	✓		
Whole School Leadership and Management Experience				
A proven track record as a highly successful school leader	E	✓	✓	✓
Has taken an active involvement in school self-evaluation and development planning	E	✓	✓	
Experience of implementing a strategic plan across the whole school, identifying priorities and evaluating the impact	D	✓	✓	
Experience of leading change effectively and successfully	D	✓	✓	
Whole School Leadership and Management Experience (Continued)				
Understanding of strategic financial planning and budgetary management and their contribution to school development and pupil achievement	E	✓	✓	
Has had responsibility for whole school policy development and implementation	D	✓	✓	
Experience of building effective working relationships with all stakeholders, including staff, parents, governors and other stakeholders	E	✓	✓	
Absolute commitment to safeguarding	E	✓	✓	✓
Evidence of commitment to promoting health and safety and the welfare of children	E	✓	✓	✓
Absolute commitment to inclusion	E	✓	✓	✓
Knowledge and experience of working with children with specific needs, including behavioural	D	✓	✓	✓
Successful track record of developing the performance of staff	E	✓	✓	



Leadership Skills				
Ability to articulate a clear vision for the future	E		✓	
Proven record of inspiring, enabling and motivating others to succeed	E	✓	✓	✓
Able to delegate and empower staff members and effectively achieve outcomes and provide development opportunities for staff	E	✓	✓	✓
Excellent communication skills, including written and oral communication skills	E	✓	✓	✓

Personal Qualities				
A genuine passion for education, coupled with the ability and enthusiasm, to see every child fulfil their potential	E	✓	✓	✓
Leads by example with integrity and resilience, showing compassion in dealing with issues	E	✓	✓	✓
Visible and approachable, empathetic and enjoys engaging with children, staff, parents and the wider community	E		✓	✓
A people person who actively enjoys communication with the different stakeholders in the school community (including listening to and inspiring children, staff, parents and the wider community)	E		✓	✓
Flexible leadership style, being ‘hands on’ when required balanced with knowing when to delegate	E	✓	✓	✓
Demonstrates a capacity for sustained hard work with energy and enthusiasm	E		✓	✓
Able to take a dynamic approach to the changing needs of the school population	E	✓	✓	✓





Perrymount Primary School