



Academy:	Based at St James' Cof E Primary School <i>It should be noted that the contract includes mobility across schools in the Trust.</i>
Section:	Teaching Leadership Staff
Location:	St James' Cof E Primary School; You may be required to perform your duties within any of the locations of the Watergrove Trust.
Job Title:	Headteacher
Responsible to:	Watergrove Trust CEO and Governors The Diocese of Manchester Board of Education
Responsible for:	All School Staff
Hours of Duty:	As per STP & C
Special Conditions of Service:	The postholder may be required to attend some evening meetings. The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school. Enhanced DBS clearance

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

The applicant will be required to safeguard and promote the welfare of children and young people. The Head of School is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations

Organisational Chart:

Board of Trustees/Diocese of Manchester
CEO/ Governors
Headteacher
Deputy Head of School
SLT
Classroom Teacher/ Associate Staff

PURPOSE AND OBJECTIVES OF THE ROLE

To provide professional leadership and management for the school, which secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement.

The professional duties of the head teacher are contained in the School Teachers' Pay and Conditions Document and the key areas of Headship are contained in the DfE National Standards for Headteachers.

1. To be the named leader of a school within the Watergrove Trust.
2. To actively embrace and lead the vision and values of the Diocese of Manchester and Watergrove Trust..
3. To lead Collective Worship as the spiritual leader of the school.
4. To inspire high quality teaching and learning through the modelling of excellent primary practice.
5. To take responsibility for the operation of the school according to the vision, values and policies established by the Watergrove Trust Executive Board and Trustees and Board of Education of the Diocese of Manchester
6. To support and supervise the teaching and support staff.
7. To contribute to and lead the school's strategic development as the leader of a school.
8. To work with, and support, the Watergrove Diocesan Director of Education and Trust CEO in all aspects of the organisation and management of a school.
9. To promote and uphold the reputation of the schools within the Watergrove Trust and the Diocese of Manchester.
10. To be a Designated Safeguarding Lead.



Control of Resources

Personnel

As appropriate, all staff at the assigned academy.

Financial

Trust delegated budget to the Academy/ School

Safeguarding

Fulfil responsibilities and obligations in relation to the safeguarding of staff and learners.

Assets/Equipment/Materials

To manage the assets of the school on behalf of the Trust. To be responsible for the safe use of equipment/materials used by self, colleagues and learners.

Health/Safety/Welfare

To promote staff well-being and be responsible for the safety and welfare of self, colleagues and learners in accordance with the Health and Safety Policies of Watergrove Trust.

Equality and Diversity

To work in accordance with Watergrove Trust's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with Watergrove Trust's Appraisal Framework.

The role of the Headteacher

Head Teachers are leading professionals and role models for the communities they serve. Their leadership is a significant factor in ensuring high quality teaching and achievement in schools and a positive and enriching experience of education for pupils. Together with those responsible for governance, they are custodians of the school.

Parents and the wider public rightly hold high expectations of Headteachers, given their influential position leading the teaching profession and on the young people who are their responsibility.

The Headteacher will be part of a supportive network of professionals within the Watergrove Trust, who will collaborate to provide a positive and enriching experience of education.

Section 1: Ethics and professional conduct

The Headteacher is expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the *Headteacher Standards* and be responsible for providing the conditions in which all teachers can fulfil the *Teacher Standards*.

The Headteacher will uphold and demonstrate the 'Seven Principles of Public Life' at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:



- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

The Headteacher will uphold public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, Headteachers will:

- build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law

As leaders of their school community and profession, the Headteacher will:

- serve in the best interests of the school's pupils
- conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for their own continued professional development, engaging critically with educational research
- make a positive contribution to the wider education system

Section 2: Standards

1. Strategic Direction and Development

The Headteacher will:



- develop the school's vision of 'Committed to Excellence' in partnership with the CEO ensuring that the school's vision, strategy and policy is clearly articulated, understood and acted upon by all to promote and sustain high standards and educational improvement.
- ensure that the school reflects the Church of England Vision for Education by ensuring it promotes:
 - 1. Educating for Wisdom, Knowledge and Skills
 - 2. Educating for Hope and Aspiration
 - 3. Educating for Community and Living Well Together
 - 4. Educating for Dignity and Respect
- lead the school in a way which inspires and motivates learners, staff and other stakeholders.
- work towards the school's performance being of sufficient quality to be judged 'Outstanding' by OFSTED by continuing to implement a Development Plan which will secure continuous school improvement.
- monitor and evaluate the performance of the school and respond and report to the Trust Scrutiny Committee and Local Governing Committee as required.
- maintain the high school's position as a school of choice for parents ensuring, as far as possible, that every available place is filled.
- be responsible for promoting the school (in partnership with the Trust) with particular focus on the prospectus, website, newsletter and parent questionnaires.
- advise the Board of Trustees on strategy regarding primary education and cross-phase initiatives.
- be supporting and empathetic towards Trust partnership needs and opportunities within the Trust.
- liaise with external partners - to support the vision and direction of the school.
- ensure that school policies and practice take account of national, local and school requirements.

2. School Culture

The Headteacher will:

- establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- ensure a culture of high staff professionalism

3. Teaching

The Headteacher will:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment



4. Curriculum and Assessment

The Headteacher will:

- ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum
- engage in Trust wide approaches and initiatives to develop curriculum and assessment.

5. Behaviour

The Headteacher will:

- establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school model and teach the behaviour of a good citizen

6. Additional and special educational needs and disabilities

The Headteacher will:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

7. Professional Development

The Headteacher will:

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and



evaluation which is consistent with the approaches laid out in the standard for teachers' professional development

- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

8. Organisational Management

The Headteacher will:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- ensure rigorous approaches to identifying, managing and mitigating risk

9. Continuous School Improvement

The Headteacher will:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

10. Working in Partnership

The Headteacher will:

- forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

11. Governance and Accountability

The Headteacher will:

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility



- establish and sustain professional working relationship with those responsible for governance
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to the Headteacher / Head of School.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____



Watergrove Trust Person Specification

Academy :	St James' Cof E Primary	Post:	Head Teacher
Section :	Teaching Leadership Staff	Scale:	L12-L16

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid, or voluntary work. Do not leave gaps in employment.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview C Check certificates A Assessment
Qualifications		
Qualified Teacher Status	E	AF, C, I
Appropriate honour degree	E	AF, C, I
NPQH	D	AF, C, I
Evidence of recent, relevant INSET	E	AF, C, I
Masters or other higher level degree	D	AF, C, I
Further relevant professional qualifications	E	AF, C, I
CE NPQH or Christian Leadership Course	D	AF, C, I
Teaching Skills & Experience		
Teaching experience of at least 5 years	E	AF, I
Successful leadership and management experience within at least two primary schools and teaching within both KS1 and KS2.	E	AF, I
Post of leadership responsibility in a whole school capacity	E	AF, I
An outstanding classroom practitioner with the ability to demonstrate good primary practice and act as a role model for colleagues	E	AF, I
Have been an Assistant DSL or DSL within a school		AF, I
Experience of teaching/leadership in a Church of England school	D	AF, I
Experience of being able to develop or sustain a Christian vision	D	AF, I
Experience of senior leadership of RE and Collective Worship within a Church of England school	D	AF, I



Experience of monitoring, evaluating and improving the quality of learning and teaching.	E	AF, I
Commitment to liaison with parents and community.	E	AF, I
Experience of assessment, data analysis, target setting and strategies raising attainment.	E	AF, I
Proven experience of leading staff development.	D	AF, I
Understanding of school finances and financial management		
Have experience of working extensively with SEND groups or have been a SENCO		
To have an understanding of the SIAMS' inspection framework and the expectations of it		
Experience in acting as a team leader in performance management.	D	AF, I
Experience of school improvement planning.	D	AF, I
Personal Skills & Attitudes		
A clear philosophy of primary education and understanding of how children learn.	E	AF, I
An ability to demonstrate evidence of leadership, vision, enthusiasm and initiative.	E	AF, I
Demonstrate ability to lead and work within a team.	E	AF, I
Effective interpersonal and communication skills.	E	AF, I
Knowledge of current education issues and developments.	E	AF, I
Knowledge and experience of school self evaluation	E	AF, I
Commitment and ability to raise standards for all pupils.	E	AF, I
The ability to balance teaching and management functions.	E	AF, I
Understanding of the Early Foundation Stage and National Curriculum.	E	AF, I
Excellent ICT skills.		
The ability to lead curricular areas.	E	AF, I
Values and Behaviours		
Our mission then is to be ever "Providing more" to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always: <ul style="list-style-type: none"> • Coach • Challenge • Innovate 	E	AF/I
To have a strong understanding of the Christian faith	E	AF/I
Special Working Conditions		
Enhanced DBS clearance	E	

