



Brereton CE Primary School Headteacher Job Description

Role: Full Time Headteacher
Pay Range: L14-20
Pupils on roll: 203 (Group 2 school)

Core Purpose

The Headteacher is the key figure in creating, inspiring and embodying the Christian character and culture of this school, securing its vision statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential. We are a church school offering a nurturing family environment in which all children can thrive. Our school vision and values drive all of our decisions as we seek for everyone who comes here to 'Love God, love learning and love one Another, as Jesus did.'

Thus, the core purpose of the Headteacher is to provide professional, ambitious leadership and strong, effective management for the school in line with the Church of England's Vision for Education. The Headteacher must secure a high-quality education for all by successfully leading teaching and learning that realises the potential of all pupils. The Headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils within our strong Christian ethos.

The Headteacher, working alongside academy trust colleagues from CDAT and others, is responsible for: evaluating the school's performance to identify the priorities for continuous improvement and raising standards; management of the close knit team of staff and expectations of them; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used, applying educational research evidence, to achieve the school's aims in accordance with its mission statement; to ensure the safeguarding of all children and ensure the safe running of the school, and for the day-to-day management, organisation and administration of the school.

The Headteacher, working with others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with,

our local church, the academy trust's central team and schools, other diocesan schools, other services and agencies for children and the Local Authority. Through such partnerships and other activities, headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Main Duties

Qualities and Knowledge

Within the school's Christian character, the Headteacher will:

- Hold and articulate a clear Christian vision, founded on Christian values and moral purpose, focused on providing a quality education for all pupils they serve ensuring they grow in wisdom.
- Demonstrate optimism, positive relationships and attitudes towards pupils and staff, and towards parents, governors, the Diocese, the Parish and members of the local community.
- Lead by example - with integrity, creativity, resilience, clarity and spirituality - drawing on their own scholarship, expertise, skills, and wisdom 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 that reflects the needs of a Church of England school.
- Work with political and financial astuteness, within a clear set of principles centred on the school's Christian vision, ably translating trust, local, Diocesan and national policy into the school's context.
- Secure knowledge and understanding of church school distinctiveness, keeping abreast of national and diocesan developments and ensure high quality RE and collective worship.
- Communicate compellingly the church school's vision and drive the strategic leadership, empowering all pupils and staff to excel in their pursuit of wisdom.
- Lead creative Christian collective worship that engages with the school's Christian vision and values enabling the community to flourish and grow spiritually.

Pupils and Staff

Within the schools' Christian character, the Headteacher will:

- Promote ambitious standards for all pupils, overcoming disadvantage and advancing equality.
- 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.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and data analysis.

- Create a school character 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.
- Hold all staff to account for their professional conduct and practice within the Christian character of the school.
- Establish, promote and respect an inclusive culture that promotes equality and an understanding of diverse cultures, faith groups, languages and ethnic groups.
- Celebrate achievement in the development of the whole child and strive to provide all children with the opportunity to flourish.

Systems and Process

Within the school's Christian character, the Headteacher will:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity within a Christian context.
- 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 as they develop self-worth and an understanding of the worth of others.
- Establish fair and transparent systems and measures for managing the performance of all staff, supporting staff to improve and valuing excellent practice.
- Welcome strong governance and actively support the Local Governing Body to understand its role and deliver its functions effectively within the academy trust – to set this Church School's strategy and hold the Headteacher to account for its performance.
- With the support of trust colleagues, exercise strategic financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability and its Christian character.

The Self-Improving School System

Within the school's Christian character, the Headteacher will:

- Create an outward-facing church school which works with trust partners, the Diocesan Education team and schools- in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- Develop effective relationships with fellow professionals and colleagues in other public services, parents/carers and the church community to improve academic and social outcomes for all pupils.
- Respond critically and constructively to education initiatives in the best interests of achieving excellence.

- Shape the current and future quality of the teaching profession through high quality training and sustained professional development appropriate to the church school context for all staff at the school.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance.
- Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people's lives and to promote the value of education in human flourishing.

Accountability

The Headteacher will:

- Ensure that the school is led and managed in line with the requirements of the CDAT Scheme of Delegation
- Provide information advice and support to the Local Governing Body to enable it to meet its responsibility for securing the church school foundation, effective teaching and learning, improved standards of achievement and value for money.
- Lead on compliance and regularity changes such as GDPR or other statutes.
- Present an account of the school's performance in a form appropriate to a range of audiences – the trust, Governors, parents, Diocese, local community, Ofsted, the Local Authority.
- Ensure that parents and pupils are well informed about the wider curriculum and targets for Improvement.

Community

The Headteacher will, with the support of the Local Governing Body:

- Promote a close relationship with local churches and facilitate appropriate use of school premises.
- Work closely with local groups and stakeholders to maximise the contribution made by the school within the community.
- Promote the school in wider community with a view to attracting new pupils and their families to join the school.

Additional Requirements

This job description outlines the main duties of the post, incorporating the National Standards of Excellence for Headteachers, but does not exclude other duties which may be undertaken to ensure the efficient operation of the school. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post. The appointment is subject to the current conditions of employment of Headteachers, contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation.

The applicant will be required to safeguard and promote the welfare of children and young people. The Headteacher 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.

Headteacher Person Specification

	Criteria	Essential/ Desirable
	Personal Qualities	
1	Fully supportive of, and able to articulate the Church of England's Vision for Education	E
2	A calm and resilient figure who can manage their time well and lead by example, but who is also willing to seek and take advice	E
3	A practising and worshipping member of a church affiliated to Churches Together in Britain and Ireland.	D
	Qualifications	
4	Qualified Teacher Status	E
5	Evidence of regular and appropriate professional development	E
6	Achieved or working toward NPQH or other further professional qualification	D
	Experience	
7	Evidence of developing and implementing strategies for school improvement, including data analysis, target setting and strategies for improving the quality of teaching and learning to raise the standards of achievement for all pupils	E
8	Proven ability in raising achievement for all pupils	E
9	Experience of supporting the development of colleagues through CPD and/or performance management	D
10	Evidence of working with pupils in at least two key phases	D
11	Shows good understanding of working in a CofE school and/or in a school within a multi-academy trust	D
	Leadership and Collaboration	
12	Good knowledge and understanding of what constitutes an effective school and be able to communicate this in order to inspire and motivate others	E

13	Ability to help create and maintain a school that ensures the health and safety of staff and pupils and which presents a stimulating and attractive learning environment for pupils	E
14	Committed to engaging with all stakeholders to build relationships, share resources, promote collective events, and ensure advocacy for children and parents	E
15	An excellent communicator; diplomatic, confident, and able to quickly build trust with all stakeholders	E
16	Fully committed to collaborating with other schools within the academy trust	E
Managing the Organisation		
14	A good understanding of safeguarding policy and practice and a commitment to safeguarding children and promoting a culture of vigilance	E
15	A strategic decision maker with the ability to reflect and evaluate.	E
16	Has awareness of key features of effective financial management across all aspects of school life, and the importance of raising the school profile to grow pupil numbers and secure sustainability	D
Leading Learning and Teaching		
17	Strong understanding of what constitutes a good primary-school curriculum, and experience in curriculum monitoring and review to secure ongoing improvements	E
18	A strong classroom practitioner, with experience across the Primary range, who will lead by example and inspire staff to improve and develop	E
19	Ability to access, analyse, interpret and use appropriate data to monitor pupils' progress; set and achieve ambitious, challenging goals and identify areas for improvement	E
20	Ability to recognise and acknowledge best practice and challenge any underperformance across the school to improve the quality of learning	E