



## JOB DESCRIPTION

Position: Headteacher of Cockfield Church of England (VC) Primary School

Contract: Full-time, permanent

Responsible to: Governing Body

Salary: L8 - L14

Start date: September 2023

### CORE RESPONSIBILITIES

1. To provide outstanding professional **leadership** and **management** for Cockfield Primary School.
2. To ensure the highest possible quality and breadth of **education** for our children.
3. To manage **teaching and learning** as the school's lead professional.
4. To ensure the **learning environment** is safe, productive and inspiring for children and staff.
5. To strengthen relationships and build partnerships with **parents, carers and the local community**.
6. To work effectively with the **governing body**, providing accountability and driving the school forward.
7. To promote **equality of opportunity** for all children and families, respecting diversity and ensuring that all members of the school community feel safe and welcome.
8. To advance the school's distinctive **Christian character**.

### LEADERSHIP AND MANAGEMENT

**The Headteacher will work effectively with the Senior Leadership Team, staff and governors, to:**

1. set the school's strategic direction, maintaining a constant drive for school improvement.
2. recruit, retain and deploy high quality staff appropriately for the school's vision and aims.
3. manage staff fairly and effectively, ensuring that all staff are supported, valued and motivated to develop their skills, work as a team and dedicate their talents to the school's success.
4. ensure school buildings and facilities are maintained and developed to meet the school's needs
5. working with the governing body, set and monitor budgets, and manage the school's financial resources appropriately to meet the school's needs and secure its long-term stability.
6. provide strong, values-driven leadership that welcomes diverse views, both offers and accepts challenge, and delegates effectively.
7. model and motivate the whole school community to meet high behaviour standards that support staff and children's safety, wellbeing, and learning.
8. lead by example while remaining fully approachable and visible across the school.

### THE CURRICULUM, TEACHING AND LEARNING

**The Headteacher will be responsible for developing and maintaining a rich curriculum, and ensuring high standards of teaching and learning, so that every child can reach their full potential. This will include:**

1. overseeing the curriculum to ensure that it is purposeful, ambitious and inclusive, responding to the needs of different cohorts and engaging children in the love of learning.
2. monitoring and evaluating the quality of teaching, using effective appraisal mechanisms to ensure that teaching is of the highest quality across the curriculum.

3. monitoring pupils' learning and progress, using targets and data as appropriate to improve attainment for all children.
4. developing a curriculum in which core and non-core subjects are supported and resourced to provide pupils with a rich education.
5. ensuring that PPG and SEND children are fully supported, monitoring progress and implementing interventions where necessary to ensure that all children can access education and develop.
6. ensuring that all pupils are supported and stretched appropriately and find learning both enjoyable and challenging.
7. making a rich and varied educational experience available to all pupils, including a variety of extra-curricular opportunities.

## COMMUNITY

**The Headteacher will show the highest standards in representing the school to all individuals and groups within and outside the school. This will include:**

1. working closely with parents and carers, ensuring that they are kept informed of their children's progress, feel included in the school community, and are supported to work with the school in pupils' best interests.
2. increasing and enhancing opportunities for parents and carers to be involved in the life of the school, including volunteering.
3. working closely with parent/carer groups, particularly the PTA, in the school's best interests.
4. establishing and maintaining partnerships with other local schools, including the other church schools belonging to Cockfield Benefice, to share and maximise best practice and support pupils' smooth transitions from nursery and onwards to secondary school.
5. developing links with the local community and benefice in order to cement the school's place at the heart of that community and maximise the educational opportunities on offer to pupils.
6. promoting an honest and positive image of the school, supporting parent choice and providing information through the school website and social media.

## ACCOUNTABILITY, GOVERNANCE AND RESPECT

**The Headteacher will be accountable to internal stakeholders and external agencies for the school and its work. They should:**

1. ensure that the school is fully compliant with all its legal responsibilities, particularly those concerning the safety of staff and pupils.
2. present a coherent and accurate account of the school's performance as appropriate for varied audiences, including the school governors, parents, the local authority, local community and Ofsted.
3. work positively and in a timely fashion with the governing body to monitor performance, drive improvement and implement the school's vision.
4. work in partnership with St Peter's Church, the diocese of St Edmundsbury and Ipswich and the local education authority.
5. work with unions or other employee representatives as appropriate.
6. show respect, consistency, clarity and attention to correct procedures in all decisions and dealings with staff, pupils, parents/carers and the wider community.
7. create conditions in which pupils, staff and the school community feel free to speak up and be heard if they have concerns or ideas for improvement.
8. model the school's vision, Christian values and ethos at all times.

## PERSON SPECIFICATION - Headteacher

	E	D
<b>Qualified teacher status</b>	X	
National Professional Qualification for Headship (NPQH)		X
Commitment to ongoing <b>professional development</b> , covering leadership/management, <b>Curriculum development</b> and <b>teaching &amp; learning</b>	X	
<b>Experience</b>	E	D
Record of <b>successful teaching</b> in primary school settings	X	
<b>Senior leadership experience</b> as a Headteacher, interim Head, Deputy Head or other senior position	X	
Experience of <b>recruiting, managing, developing and retaining</b> outstanding staff		X
Experience of <b>leading, teaching and learning</b> across the primary age range , with a strong track record of raising outcomes supported by data	X	
Experience of <b>curriculum development</b> to meet the changing needs of learners	X	
Experience of <b>strategic financial and resource management</b>		X
Have held lead responsibility for <b>safeguarding/child protection</b>		X
Experience of <b>working with SEND children</b> and understanding their needs	X	
<b>Professional skills and knowledge</b>	E	D
Knowledge and understanding of <b>statutory frameworks</b> , current issues in education, <b>relevant legislation</b> , policies and <b>codes of practice</b>	X	
In-depth knowledge of the <b>primary curriculum and pedagogy</b>	X	
Knowledge and understanding of <b>child welfare and safeguarding</b>	X	
<b>Knowledge of SEND needs</b> and an ability to manage the systems of support	X	
Understanding the tools and practices of successful behaviour management	X	
Strong <b>people-management skills</b> : able to hold staff to account for their professional conduct and practice, to inspire staff, to nurture and consolidate good practice and to build a <b>happy and successful</b> team	X	
Outstanding written and oral communication skills: able to articulate the school's <b>Christian vision and values</b> , and engage and inspire both children and adults	X	
Excellent <b>organisational skills</b> : able to <b>prioritise</b> and <b>manage workload</b> efficiently and <b>delegate</b> appropriately	X	
Ability to <b>plan and maintain</b> a safe and inspiring school site and buildings	X	
Ability to make <b>sound financial decisions</b> through clear <b>understanding of budgets</b>	X	
Appetite and ability to work in <b>close partnership with governors</b>	X	
Appetite and ability to work in partnership with <b>parents and members of the local community</b>	X	
<b>Personal qualities</b>	E	D
<b>Leads by example</b> , able to articulate and demonstrate the school's values	X	
Able to <b>live out</b> the distinctively Christian basis of the school in both <b>word and deed</b>	X	
Be a <b>practising Christian</b>		X
<b>Loves the process of learning</b> and has a passion for educating the whole person	X	
<b>Demands high standards</b> of themselves and of others	X	
<b>Motivates and inspires</b> others around them	X	
Demonstrates <b>exemplary</b> levels of personal <b>integrity and fairness</b>	X	
Capacity for and <b>commitment to personal development</b> ; a reflective practitioner who is receptive and <b>responsive to feedback</b>	X	

*E = Essential qualities and skills for the role*

*D = Desirable qualities and skills for the role*