



This document establishes the Governing Board's expectations of the Headteacher at East Sheen Primary School. The Headteacher is required to carry out the professional duties identified below, subject to the conditions of employment as set out in School Teachers' Pay and Conditions Document. The job description should be read in conjunction with the National Standard for Headteachers (2020) which defines the high standards for all Headteachers within a self-improving school system.

Job Purpose

The purpose of the role of Headteacher is to lead and manage East Sheen Primary School, working in collaboration with Staff, Governors and the wider community, with the goal of ensuring that every pupil:

- Aspires to and achieves high standards in reading, writing and mathematics, and across the broader curriculum;
- Develops a love for learning across all areas of the curriculum;
- Develops positive relationships with others in a safe and nurturing environment.

Principal Accountabilities: Strategic Direction, Oversight and Accountability

- To ensure that the school's vision and values are at the heart of decision making and are communicated clearly to all stakeholders;
- To work collaboratively with the Governing Body to identify long-term strategic goals for the school and ensure that all strategic planning takes into account the views of pupils, staff and the wider community;
- To establish the annual School Development Plan in collaboration with staff and in agreement with the Governing Body, in-line with long-term strategic goals and supporting sustained school improvement;
- To commit to systematic and rigorous internal evaluation to identify areas of relative weakness in order to drive school improvement, employing external evaluations to support internal judgements;
- To ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

Principal Accountabilities: Teaching and Learning

- To ensure that children's learning is at the heart of every decision;
- To commit to innovative, responsive and Quality First Teaching and to monitoring and evaluating its effectiveness on learning outcomes for all pupils;
- To promote and maintain a culture of continuous improvement using comparative data and benchmarks to evaluate and improve performance, based upon effective planning and assessment for every child;
- To maintain a learning environment in which ambition is valued and progress and attainment outcomes for each pupil are maximised, whatever their starting point, level of support and individual needs;
- To regularly review the curriculum to ensure that it is broad, balanced, creative, engaging, relevant and challenging for all pupils, and that it encompasses a wide range of activities outside the classroom to enhance and support learning;
- To ensure that teaching encourages pupils to think critically, to challenge and to express themselves, employing Thinking Schools methodologies to support learning;



- To ensure that the curriculum supports pupils to become environmentally intelligent by thinking critically about the bigger issues facing our planet;
- To promote a supportive learning community which provides and encourages continuous professional development for all staff.

Principal Accountabilities: Resources

- To manage the school's human resources effectively and efficiently, working with the Governing Body to determine the appropriate staffing structure to achieve the school's educational goals and priorities;
- To develop and maintain effective strategies for recruitment, induction, professional development and appraisal of staff;
- To work with the Governing Body in setting the school's pay policy and to make pay decisions in line with that policy and legal requirements;
- To develop and maintain a culture of high expectation for self and others having regard to the work-life balance of each member of staff and take appropriate action where necessary;
- To manage the school's financial resources in striving to achieve its goals whilst ensuring ongoing financial viability through the delegation of business management, achievement of value for money in its transactions and accountability to the governing body and LBRuT on a regular basis;
- To ensure rigorous approaches to identifying, managing and mitigating all aspects of risk, including financial, data, H&S, and staff, pupil and parental welfare;
- To manage the school environment and its physical resources effectively to achieve the needs of the curriculum and to provide a safe and secure environment for all who work and visit the school, ensuring full compliance with all Health & Safety regulations;
- To identify and maximise the effective use of technology, systems, and processes to support the needs and ambitions of the school.

Principal Accountabilities: Community

- To ensure that every child in the ESPS community has a voice and that pupil wellbeing is at the centre of decision making;
- To ensure that all at ESPS are fully committed to the ongoing protection and safety of pupils and staff through effective safeguarding policies and procedures, employing appropriate training and systems;
- To promote the wellbeing of staff to enable them to live their "best life" and do their jobs to the best of their abilities;
- To ensure that every member of the school community feels valued and respected and is treated fairly and well, promoting high standards of behaviour, good relationships and respect for one another;
- To promote community cohesion, establishing strong links with our parent/carers community and ensuring that every member of our community is able to participate fully in the life of the school;
- To celebrate success, actively seeking to raise the profile of ESPS and ensure its high regard in both the local and wider community;

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Resilient

Kind



- To establish and maintain positive working relationships with fellow professionals and colleagues across a range of other public sector services to the benefit of the School and its pupils;

East Sheen Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks outlined in Keeping Children Safe in Education 2022. We are very proud of our diverse community and our reputation for inclusivity. We are committed to ensuring equality of opportunity for all.

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