



Based on the [National Standards of Excellence for Headteachers](#)

JOB DETAILS

Job title: Headteacher

Salary: L8 – L21

Contract type: Full-time/permanent

Reporting to: Chair of Governors/Chief Executive Officer (TEST)

Responsible for: Teaching and Non-teaching staff

Main purpose

The Headteacher will:

- Ensure that the distinctive Christian character of the school permeates all aspects of school life
- In collaboration with Emmanuel Community Church International, ensure that the school's provision for pupils' spiritual, moral, social and cultural development is highly effective
- Provide outstanding leadership for the school which will ensure its success and sustainability
- Realise the Trustees' vision, aims and objectives of the school and provide overall strategic leadership
- Establish policies for achieving these aims and objectives
- Manage staff and resources (physical, financial and human)
- Monitor progress towards the achievement of the school's aims and objectives
- Lead by example and model best practice regarding professional conduct (including upholding and demonstrating the [Seven Principles of Public Life](#)), workload and personal development
- Ensure that every child receives a high-quality education and achieves academic, spiritual and social success
- Fully engage the community in all aspects of the school
- Manage the school resources efficiently and effectively and ensure good value for money
- Be a role model for all in our community

Duties and responsibilities

Qualities and knowledge

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils

- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Communicate the school's vision compellingly and drive strategic leadership
- Seek training and continuing professional development to meet own needs

Pupils and staff

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice and that pupils with SEND achieve exceptionally well
- Ensure pupils consistently achieve highly, particularly the most disadvantaged

Systems and processes

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Welcome and work with the governing board as appropriate, providing the information it needs to govern effectively
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

The self-improving school system

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

Other areas of responsibility

Shaping the future

- Ensure that the vision for the school, including its distinctive Christian character, is clearly articulated, shared, understood and acted upon effectively by all
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
- Demonstrate the vision and values in everyday work and practice
- Motivate and work with others to create a shared culture and positive climate
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
- Ensure that strategic planning takes account of the diversity, values and experience of the school and the community at large

Leading Teaching and Learning

- Ensure a constant and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning
- Ensure that learning is at the centre of strategic planning and resource management
- Ensure a culture and ethos of challenge and support where all pupils can achieve successes and become engaged in their own learning
- Demonstrate and articulate high expectations and set stretching targets for the whole school community
- Determine, organise and implement a diverse, flexible curriculum that reflects the Christian character of the school and implement an effective assessment framework
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Challenge underperformance at all levels and ensure effective corrective action and follow-up
- Determine and ensure the implementation of a policy for the pastoral care of the pupils while ensuring high standards of behaviour and attendance.

Developing self and working with others

- Treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture which is underpinned by its Christian ethos
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Report to the Chair of Governors annually on the professional development of all teachers at the school and advise the Governing Body on the adoption of effective procedures to deal with underperforming teachers

- Regularly review own practice, set personal targets and take responsibility for own personal development by participating positively in the arrangements made for the appraisal of the Headteacher's performance
- Manage own workload and that of others to allow an appropriate work/life balance

Managing the organisation

- Create an organisational structure that reflects the school's Christian values, and enable the management systems, structures and processes to work effectively in line with legal requirements
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals for the school
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and all health and safety regulations

Securing accountability

- Develop a school ethos underpinned by Christian values that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Work with the Governing Body, providing information and accurate accounts of the school's performance to a range of audiences including governors, parents and carers
- Liaise and co-operate with the officers of the Local Authority and the Trust, reporting as required on the discharge of Headteacher functions and seeking advice when necessary

Strengthening community

- Engage with Emmanuel Community Church International, other local churches and the wider community to ensure the promotion of community cohesion
- Collaborate with other schools in order to share expertise and bring positive benefits to this school and other schools
- Collaborate, at both strategic and operational levels, with parents, carers and across multiple agencies for the well-being of all children

The Headteacher will undertake any other duties, which may be required and be relevant and commensurate with the post, as deemed necessary by the Trust and Governing Body.

The Headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. The Headteacher will perform the duties of the Designated Safeguarding Lead, as described in the most up-to-date guidance.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none">• Qualified teacher status• Degree• National professional qualification for headship (NPQH) or its equivalent.
Experience	<ul style="list-style-type: none">• Successful leadership and management experience in a school• Teaching experience• Involvement in school self-evaluation and development planning• Demonstrable experience of successful line management of staff
Skills and knowledge	<ul style="list-style-type: none">• Data analysis skills, and the ability to use data to set targets and identify weaknesses• Understanding of high-quality teaching, and the ability to model this for others and support others to improve• Understanding of school finances and financial management• Effective communication and interpersonal skills• Ability to communicate a vision and inspire others• Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none">• A committed and practicing Christian• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality

Notes:

This job description may be amended at any time in consultation with the postholder.

Line manager's signature:

Date:

Postholder's signature:

Date:
