

APPOINTMENT OF HEADTEACHER EVINGTON VALLEY PRIMARY SCHOOL

JOB DESCRIPTION July 2025

Salary range: Group 3. Pay range 15-21. (£73,105 -£84,669)

Role of the Headteacher: The headteacher will work with the governing body and senior leadership team to provide vision, direction and inclusive and inspiring leadership for the school. They will be responsible for the effective management of the school to ensure it meets its aims. With support from other stakeholders, the headteacher is responsible for evaluating the school's performance, identifying opportunities for continuous improvement and raising standards.

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

Responsible to: The Governing Body

The Headteacher will be expected to:

- Fulfil all the requirements and duties set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.
- Meet the standards set out in the guidance document Headteachers' standards.
- Achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.
- Understand fully the current legal requirements, national and local policies and guidance on safeguarding and the promotion of the wellbeing of children and young people and ensure that all requirements are met.

Duties and responsibilities

The headteacher will:

Safeguarding

Fulfil personal responsibilities, and secure compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Lead a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services
- Operate clear whistleblowing procedures
- Share information with other professionals
- Take overall responsibility as the designated professional lead for Safeguarding
- Operate safe recruitment practices
- Ensure appropriate supervision and support for staff, including inductions, safeguarding training, and reviews of practice
- Establish, operate, and monitor clear policies for dealing with allegations against people who work with children.

School culture and behaviour

- Create a culture where pupils experience a positive and enriching school life
- Support positive strategies for promoting equality and challenging racial/other prejudice
- Uphold ambitious educational standards to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's Behaviour Management & Anti-bullying policy.

Teaching, curriculum and assessment

- Establish and sustain high-quality, evidence-based teaching across all subjects and phases
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics

Special educational needs and/or disabilities (SEND)

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Ensure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Ensure the school fulfils statutory duties regarding the SEND Code of Practice.

Managing the school

- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- Prioritise and allocate financial resources appropriately

Professional development

- Ensure all staff have access to appropriate, high standard professional development opportunities that are effectively planned, delivered and evaluated
- Keep up to date with developments in education

- Make sure professional development opportunities draw on expertise both within, and beyond the school

Governance, accountability and working in partnership

- Understand and welcome the role of effective governance
- Ensure that staff 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
- Collaborate with other schools, for example as part of School Improvement Leicester
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

The headteacher may also be required to undertake other reasonable duties as requested by the governing body.

This job description is subject to the general conditions of service for a Headteacher as set out in the School Teachers' Pay and Conditions Document. The job description is based on the Headteachers' standards 2020.

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.

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

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____