



Long Clawson Church of England Primary School  
School Lane, Long Clawson, Melton Mowbray,  
Leicestershire, LE14 4PB

**"Whatever you do, work at  
it with all your heart."**

Colossians 3.23

## ***Welcome from the Governing Body***

On behalf of the Governing Board of Long Clawson Church of England Primary School, thank you for your interest in leading our school. The successful candidate for this role will join our team for the Spring term of 2025.

The Governors are looking to appoint a new leader for our school who will embrace our Christian ethos, values and vision. Maintaining and striving to continuously improve outcomes for all of the children at our school is at the heart of what we do. We are open to applications from those looking to make the move into a Headteacher position for the first time, as well as existing Headteachers and those who may be looking for a challenge as an Executive Headteacher whilst continuing to lead their current school.

We are looking for someone with a clear vision, great communication skills and managerial experience. We hope to appoint a Headteacher who loves life and learning, who will provide an environment for our pupils to achieve their best. We seek a Headteacher who can maintain and enhance our status as a safe and happy learning environment.

We have a 3-class structure integrating our SEND children, each with very individual needs, within this. This structure is flexed as year groups pass through the school, to keep class sizes regular, hence curriculum implementation is reviewed each year to ensure it delivers for all. The successful candidate should demonstrate their adaptability to cope with the many different demands of the job including the positive inclusion of all our children.

Our children enjoy a warm pastoral environment, where demonstration of our Christian values is regularly rewarded as part of inclusive Collective worship, which embraces those of all faiths and none. Our children are also encouraged to be involved in sports and arts activities, and our school performances are anticipated with excitement and trepidation and are delivered with confidence, resilience and kindness to their fellow performers by the children each year.

The Governing Body boasts an excellent and interactive working relationship with the school as a whole. We can offer a supportive, honest and respectful Governing Body, who will assist the new Headteacher as they settle into their role. This, together with our pupils and a loyal team of staff, supported by John Garton's Charity (foundation trust) and our parents, through the Friends of Long Clawson School (FoLCS), provides a superb opportunity for someone to develop their career at a school with an excellent local reputation.

We hope that you are inspired by what our school can offer you and I look forward to receiving your application by the closing date of 3<sup>rd</sup> July 2024.

Yours sincerely,

Carole Brown  
Chair of Governors, on behalf of the Governors



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## Job Description

<b>Job Title:</b>	Head Teacher/Executive Headteacher Long Clawson Church of England Primary School
<b>Responsible to:</b>	The Governing Body represented by the Chair
<b>Responsible for:</b>	All teaching and support staff
<b>Authority:</b>	Leicestershire LA
<b>Church:</b>	Controlled School, Leicester Diocesan Board of Education
<b>Pay Range:</b>	L7-L13 for Headteacher or for Executive Headteacher commensurate with combined school scale and experience

### Job purpose

To provide professional leadership, strategic direction and management for Long Clawson CofE Primary School, building on the strong foundations that are in place in order to maintain and continuously improve all aspects of the school's outcomes for pupils, standards and quality.

To be a visionary, outgoing leader encouraging everyone in the school and those who interact with the school to raise their standards and live up to our Christian vision:

**"Whatever you do, work at it with all your heart." Colossians 3:23**

To achieve this, the Head Teacher will work in partnership with all stakeholders to:

- Inspire the whole school community and effectively provide vision, leadership and direction and establish policies for achieving these aims and objectives.
- Promote excellence, equality and high expectations of staff and pupils, fostering respect, responsibility and resilience through visible leadership.
- Create a safe and productive learning environment that is engaging and fulfilling for all staff and pupils to enable them to love life and learning.
- Benchmark and identify priorities for continuous improvement for the whole school, classes, year groups and individual pupil performance.
- Deploy resources effectively to achieve the school's aims and priorities within the framework delegated by the Governing Body.
- Carry out day-to-day management and organisation of the school, leading by example and model best practice regarding professional conduct, workload and personal development.
- Fully understand the current legal requirements, local and national policies and guidance on safeguarding and the promotion of the wellbeing of children, ensuring that all requirements are met in full and that staff and pupils at the school are



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confident, safe and happy.

- Maintain and develop the Christian ethos of the school, which will include the provision of excellent religious education and Collective worship. Continue the strong links with St Remigius's Church and to promote the spiritual development of all pupils.
- Develop a positive working relationship with all parents and stakeholders, including John Garton's Charity (foundation trust), the Leicester Diocesan Board of Education (DBE) and the Local Authority (LA), and actively work within the Vale Cooperative Partnership.

## **Main duties and responsibilities**

### **Provide Professional Leadership**

- Embrace the school vision and demonstrate living our Christian ethos and values focused on providing an excellent education for all our pupils.
- Lead inclusive Collective worship in the school and church, welcoming those of all faiths and none.
- Ensure that our ethos is embedded within the school everyday: to love life and learning; to be confident, safe and happy; to achieve our best; to show respect, responsibility and resilience.
- Ensure staff teams have clear roles and responsibilities and hold each other to account for their decision making.
- Hold all staff to account for their professional conduct and practice, and professional development using rigorous and transparent performance management systems.
- Champion child protection and the welfare of children and young people.
- Develop a positive working relationship with all stakeholders, including the local community.
- Lead the management of staff, including recruitment, selection, induction, deployment, professional development, performance management, attendance and conduct.
- Undertake continuing professional and personal development.

### **Achieve Outstanding Outcomes for Pupils and Staff**

- Ensure that a high-quality education is provided for all pupils, that meets their needs and enables them to make good progress across the school. This includes adaptive teaching to meet widely varying pupil needs across mixed year group classes.



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- Ensure a rich and stretching curriculum is provided for all pupils in the school including children identified with SEND, supported by content appropriate to their individual needs, aspirations and abilities.
- Ensure a culture is embedded where kindness, patience, honesty, loyalty, thankfulness and respect are valued and rewarded.
- Enable the teaching staff and self to lead delegated curriculum subjects and support Continuing Professional Development (CPD) to ensure high-quality teaching and learning.
- Ensure regular monitoring and review of curriculum intent, implementation and impact is completed to support an evolving curriculum and to deliver great outcomes for all pupils.
- Maintain pupil progress focus across all areas of the curriculum.
- Continue to build on the local strong school reputation for extracurricular activities in sport and the arts.
- Be an effective class teacher if required by the demands in the school.

#### **Effectively Manage Systems and Processes of the School**

- Ensure that the school operates efficient and effective financial and administrative procedures, setting appropriate priorities for expenditure, allocating funds and ensuring effective financial control, in accordance with the requirements laid down by the governing body.
- Apply strategic, curriculum-led financial planning, monthly monitoring and regular reporting to Governors of the financial position of the school and ensure equitable deployment of the limited resources of the school, in the best interest of the school's sustainability.
- Maintain a keen awareness of developments in education, teaching and learning, to ensure that the school is able to meet current and future requirements and resources are secured.
- Be responsible for child protection and the welfare of pupils, ensuring that processes and practices are compliant with current legislation as well as being fully embedded and understood by all and act as a Designated Safeguarding Lead (DSL) for Child Protection.
- Undertake all the duties of the job in accordance with relevant legal requirements, including health and safety, safeguarding and employment legislation.



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### **Implement and Develop the Self-Improving School**

- Maximise the contribution of all staff, leading by example to develop a performance culture which supports the best possible outcomes for children and young people.
- Continually develop the performance of the school by working collaboratively with other schools, the DBE staff team, LA advisors and the Vale Collaborative Partnership.
- Encourage positive relationships with the community including local businesses and charitable, Church and community initiatives to extend curriculum and enhance learning and teaching.
- Seek opportunities to invite parents and carers, community figures, businesses and faiths into the school to enhance and enrich the school and its value to the wider community.
- Develop and lead an ongoing positive pupil recruitment initiative for the school.

### **Additional Information**

Long Clawson CoE Primary School is committed to safeguarding and promoting the safety and welfare of children and young people and the Head Teacher should ensure that the highest priority is given to following guidance and regulations to safeguard them. All staff and volunteers are expected to share this commitment and all appointments will be subject to appropriate vetting, including an enhanced DBS disclosure checks and two suitable references.

This Job Description forms part of the Contract of Employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Head Teachers.

The Governing Body expects its employees to work flexibly within the framework of the duties and responsibilities specified above; to be aware of the need for discretion when assessing information of a confidential nature, and to have due regard to the Governors' support and commitment to Equal Opportunities. This means that the post holder may be expected to carry out work not specified in the job profile, but which is within the remit of the duties and responsibilities and will be expected to undertake any appropriate training to assist them in carrying out any of the above duties.



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## Person Specification

### Headteacher/Executive Headteacher Long Clawson CofE Primary School

Criteria	Essential	Desirable	How Assessed
<b>Qualifications</b>			
Qualified Teacher Status	✓		
NPQH		✓	
Further professional qualification		✓	
<b>Professional Development</b>			
Evidence of regular, recent and appropriate professional development in educational leadership and management.	✓		1
Successful completion of accredited Safer Recruitment Training.		✓	1
Successful completion of Designated Safeguarding Lead training.	✓ (on appointment)	✓	1
<b>Leadership and Management Experience</b>			
Recent successful experience as a headteacher (for EH) or senior leader (for HT) in a primary school.	✓ (EH)	✓	1, 2, 3
Proven track record for providing highly effective and motivational leadership to staff and pupils.	✓		1, 2
Experience of school improvement initiatives having a significant and positive impact of pupil outcomes.	✓		1, 2
Experience in delivering and managing change	✓(EH)	✓	1, 2
Experience of working on and reviewing the performance of staff through rigorous appraisal and performance management systems	✓(EH)	✓	1, 2
Experience of promoting and developing excellent relationships with parents, governors and the wider community.	✓		1, 2
Experience of promoting a positive image of a school and marketing the school to prospective parent and pupils.	✓(EH)	✓	1, 2
Experience of networking and working collaboratively with other schools and education providers, agencies and the wider community and involving them in enriching the learning experience of pupils.	✓(EH)	✓	1, 2
Experience of developing relationships with local churches and the wider Christian community and leading effective collective Christian worship		✓	1, 2



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Demonstrate a commitment to uphold and develop the Christian ethos of the school	✓		1, 2
Experience of providing extra curricular activities allowing access for all to a wide range of sporting and arts experiences.		✓	1, 2
Secure understanding of the use and analysis of data to support school improvement.	✓		1, 2
Experience of financial / budget management.	✓(EH)	✓	1, 2
<b>Experience and Knowledge of Teaching</b>			
Experience of teaching in more than one school.		✓	1
Wide experience of teaching and leading the development of high-quality teaching in schools.	✓		1,2
Wide experience of subject leadership in primary schools.	✓(EH)	✓	1,2
Strategic knowledge of current and future curriculum developments across all relevant key stages.	✓(EH)	✓	1, 2
Experience of designing and delivering a broad and balanced curriculum.	✓		1, 2
Experience of identifying and working with children with SEND needs and applying adaptive teaching to provide accessible learning.	✓		1, 2
Knowledge and understanding of current research and evidence about effective pedagogy, practice, curriculum and assessment.	✓		1, 2
<b>Professional Attributes</b>			
Ability to think and plan strategically and to respond positively and flexibly to change.	✓		1, 2
A full understanding of safeguarding policy, procedures and compliance requirements.	✓		1, 2, 3
A full understanding of the current national education agenda.	✓		1, 2
Competent in the use of IT for school improvement and leadership purposes.	✓(EH)	✓	1, 2
Ability to effectively communicate to all stakeholders demonstrating oral and written communication skills as well as sound listening skills	✓		1, 2, 3
Ability to motivate and develop all staff to create a positive, optimistic and professional school culture.	✓		1, 2
Ability to delegate and to facilitate effective distributed leadership	✓(EH)	✓	1, 2, 3





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Demonstrate personal and professional integrity, including the ability to model values and vision.	✓		1, 2, 3
Excellent self-management, including problem solving, multi-tasking, time management and organisational skills.	✓		1, 2, 3
The ability to manage and resolve conflict.	✓		1, 2, 3
<b>Personal Attributes</b>			
Demonstrate love life and learning, and enthusiasm and commitment for leadership, aimed at allowing children and young people to achieve their best.	✓		1, 2, 3
Show respect, responsibility and resilience to meet changing demands.	✓		1, 2, 3
Make sound decisions, being confident often under pressure and performing to tight deadlines.	✓		1, 2
Value diversity and the unique contribution every individual makes to the learning community by providing an environment where pupils and staff feel confident, safe and happy.	✓		1, 2, 3
High emotional intelligence and resilience	✓		1, 2, 3
Professional and credible leader with ability to engage with internal and external stakeholders with patience, honesty and respect.	✓		1, 2, 3
Demonstrate a capacity to develop and maintain warm, affirming and positive relationships with all children and adults through excellent interpersonal and communication skills.	✓		1, 2, 3
Lead by example of our values of kindness, patience, honesty, loyalty, thankfulness and respect. Deliver to our Christian vision <i>"whatever you do, work at it with all your heart"</i> Colossians 3.23	✓		1,2
<b>** 1 – Application; 2 – Interview/assessment; 3 – References; (EH) essential for applicant for Executive Headteacher</b>			





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## Our children would like our new Head Teacher to:

- Be kind, patient, caring and trustworthy.
- Respect our thoughts and ideas.
- Be firm but fair in running our school.
- Listen to us.
- Have a good sense of humour.
- Help us to learn lots of interesting things and use different ways to teach us.



- Enable us to still have amazing opportunities like our performances, residentials, 10 mile walk and sporting events.
- Keep our lovely learning and play environment safe and fun to be in.



- Support our School Council to contribute, on behalf of all children, to school life and to raise money for charities.