

Headteacher Job Description

Salary: Leadership Level 16-21

Starting Date: September 2026

Role Purpose

The Headteacher will provide strategic leadership and vision, ensuring high standards of teaching and learning, and pupil outcomes. They will foster a culture of inclusion, diversity and equality, in which all children and staff are empowered to flourish, while proactively promoting the Christian ethos and values that define HWCE. This is a non-teaching post.

Job purpose

- To provide vision and inspiration for the school.
- To provide leadership, organisation and management of the school.
- To work with the governing body and staff to develop and implement the school's strategic plan.
- To work with the governing body to manage the school within the available resources.
- To ensure continual improvement and high quality, creative and fulfilling education across all age groups and abilities to maximise educational, social and emotional development for all.
- To develop standards of teaching, learning and achievement both in accordance with statutory requirements and in keeping with the Christian vision and values of this school.

Ethos

- Undertake overall responsibility as the designated senior member of staff 'in charge'.
- Actively participate in formulating the aims and objectives of the school, develop and implement the School Improvement Plan (SIP) and take a leading role in developing and implementing the policies through which they are to be achieved.
- Lead and manage teaching and support staff and resources.
- Carry out the professional duties of a teacher as required.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Leadership, management and accountability

- To lead and manage teaching and support staff.
- To monitor and review the work and organisation of the school to ensure effective implementation of policy and practice.
- To enable all children to maximise achievement and minimise all forms of educational disadvantage.
- To manage and monitor finance and resources effectively and efficiently in line with the strategic direction of the school.
- To promote the development of teamwork, professional development and collective responsibility within the staff.
- To liaise as necessary and appropriate with other recognised organisations or agencies to meet the needs of the school or those of any child, employee, parent/carer.

Teaching and Learning

- Exemplify a consistently high standard of teaching and promote high expectations for all members of the school community. Lead by example to promote the active involvement of pupils and staff in their own learning.
- Continue to iterate and deliver a broad, balanced and ambitious curriculum that nurtures academic excellence and creative and spiritual growth.
- Champion modern teaching practices and approaches, ensuring they are delivered at consistently high quality.
- Lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to identify gaps, inform teaching and ensure consistency and quality.
- Monitor learning in all curriculum areas and ensure that recording of impact is consistently high across the school.
- Encourage the development of confident, independent and active learners across the school.
- Ensure that all children receive a good quality education tailored to their individual needs and abilities.
- Engage staff and parents/carers to ensure that children have access to enrichment opportunities to enhance their learning.

Behaviour

- Maintain clear expectations and consistent approaches to behaviour management.
- Promote positive behaviour through restorative practices, respect and responsibility.
- Ensure pupils feel safe, supported and confident to take risks in their learning, encouraging children to learn from mistakes.
- Celebrate achievements and modelling of the school's Christian values for living and behaviours for learning.

Professional development

- Provide high-quality CPD opportunities, tailored to staff needs and career aspirations.
- Encourage reflective practice, coaching culture through learning walks and peer-to-peer learning.
- Build leadership capacity within the team, supporting succession planning and career progression.
- Prioritise staff wellbeing, fostering a supportive and collaborative working environment.

Organisational management

- Lead efficient and effective operations, managing budgets, staffing, and resources strategically.
- Ensure compliance with statutory requirements, safeguarding, and health and safety.
- Balance long-term strategic planning with day-to-day operational excellence.
- Use data / evidence to inform decision-making and improvement.

Communication and working in partnership

- Create and maintain an effective partnership with parents/carers to support and improve children's achievements and development
- Build strong relationships with governors, the churches within the benefice of High Wycombe, and the wider community to promote a positive image of the school and to identify potential opportunities.
- Continue to collaborate and build on our relationship with local schools, including Wycombe Abbey, Wycombe High School and John Hampden Grammar School, and other local organisations, including Chiltern Rangers, to share expertise and resources and enhance learning opportunities for pupils.
- Represent HWCE with pride and integrity in wider educational networks.

Governance and accountability

- Work closely with governors to ensure transparency, accountability, and strategic alignment.
- Provide clear, accurate reporting on performance, progress, and priorities.
- Drive continuous improvement, setting ambitious targets and monitoring outcomes.

Site and Premises Management

- Oversee caretaking, cleaning and catering services on the school, making sure required outcomes and expectations are met.
- Liaise with contractors regarding working arrangements/access to the school for maintenance, repairs and scheduled project work.
- Oversee site security arrangements and act as necessary to ensure the safety and wellbeing of pupils, staff and visitors to the site.
- Supervise and oversee the school's compliance with all third-party service provider contracts.

Safeguarding, equal opportunities and diversity

- Be responsible for promoting and safeguarding the welfare of the children through ensuring that the school's safeguarding policy and procedures are adhered to.
- Act as Designated Safeguarding Lead.
- Maintain an environment in which equal opportunities for all and the value of diversity are understood, visible and part of the everyday life of the school.
- Encourage personal and social responsibility.
- Identify and monitor the progress of vulnerable individuals or groups and to implement such interventions as may be effective to support them including the use of Pupil Premium and SEND funding.

- Promoting and safeguarding the welfare of all children in the school, or with whom he/she comes into contact, in accordance with the school's safeguarding policies.
- The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

General

- Participate in training and other learning activities and performance development as required.
- Maintain consistent high standards of professional conduct, tact and diplomacy always in dealings with parents, staff colleagues, governors and all visitors to the school.
- Maintain absolute confidentiality and exercise discretion regarding staff / pupil information and the school's business in line with GDPR and security guidelines.
- Act as an ambassador for the school within the local community and beyond, ensuring that the ethos of the school is promoted and always supported.
- Undertake any other reasonable tasks and responsibilities as requested by the Governor which fall within the scope of the post.
- It is the responsibility of all staff to be proactive in communication: communicating issues to their line manager; ensuring that staff e-mails are checked regularly and ensuring calendars are checked regularly for updates.