



ABOUT THE ROLE

HEADTEACHER

‘Supporting young people from Early Years to Employment.’

We are seeking a dedicated and dynamic Headteacher to join Hindley Green Community Primary School, which is part of Quest Academy Trust. The successful candidate will lead on teaching and learning, striving for excellence in education for all students.

Our new Headteacher will be:

- An individual who leads by example, follows our trust values of kind, loyal, respectful, responsible, compassionate and professional whilst striving to provide the very best for each of the children in our care.
- An individual who has extensive leadership experience and proven success in senior leadership of a primary school.
- An inclusive leader with excellent interpersonal skills who can motivate an experienced and dedicated staff, whilst maintaining a positive work/life balance.
- A leader with high expectations and the knowledge, experience, and interpersonal skills to lead sustained improvement throughout the school

This role is an exciting opportunity to continue on the school’s improvement journey, leading a dedicated, talented team committed to ensuring our children are placed at the centre of all decisions made, and that they receive the best quality education possible.

Key Responsibilities:

- Lead and inspire a team of educators to deliver outstanding teaching and learning outcomes
- Collaborate with the Deputy CEO and other schools within the trust to drive continuous improvement
- Develop and implement effective strategies to enhance the overall educational experience at the school
- Ensure compliance with regulatory standards and promote a positive and inclusive school culture
- Engage with parents, the local community, and stakeholders to foster strong relationships and support the school's mission

If you are passionate about education, possess strong leadership skills, and are committed to driving positive change in a school environment, we encourage you to apply for this exciting opportunity.

As a member of QUEST you can expect:

- A supportive environment allowing you to progress and develop.
- Excellent CPD opportunities.
- Pupils who are enthusiastic and keen to learn in a positive environment.
- The opportunity to work within a team of highly supportive and creative colleagues.
- Opportunities to work collaboratively with our Trust Leaders.
- A Trust dedicated to preparing young minds for life long learning.



JOB DESCRIPTION

JOB DESCRIPTION:	Headteacher
RESPONSIBLE TO:	Deputy CEO
JOB PURPOSE:	<p>The Headteacher has strategic responsibility for the individual school and will promote and support the vision and direction of the school to enable the provision of high quality education for its pupils/students.</p> <p>The Headteacher will lead and manage the school on a day-to-day basis, will manage the leadership team of the school and is the first point of contact for all stakeholders and external agencies in matters relating to the school.</p> <p>The Headteacher will be an ambassador for the school and the Trust and will promote, raise and sustain its profile in the wider community. The Headteacher, working with the Trust Leader, Local Governors and Trustees.</p> <p>As an employee within QUEST, staff may be required to work at any school within the Trust or elsewhere to support.</p>
LIAISING WITH:	DCEO, Executive Headteacher, Headteachers, Senior Leadership teachers, Pupils/students, teachers, senior staff, parents/carers, Local Governors, external stakeholders, visitors to the school
SALARY SCALE:	Leadership Scale 13 - 19
DBS DISCLOSURE LEVEL	Enhanced

Professional Responsibilities

School Ethos

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

Actively support the Trust's policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.



JOB DESCRIPTION

Key Responsibilities

The Headteacher will continue to raise standards of achievement, be responsible for all day-to-day management of the children, staff, resources and building so as to promote and secure the achievement and well being of all children and adults. The Headteacher will work with the Trust Executive Team, DCEO and the school's senior leadership team to provide an environment in which all staff and children are enabled to achieve success and to work towards achieving their potential.

The Headteacher will have a key part in ensuring the effective management of children's behaviour by actively promoting excellent behaviour, supporting staff and parents in promoting excellent behaviour in all children and ensuring that all children and adults are enabled to succeed in the school without hindrance or disruption.

The Headteacher will be responsible on a day-to-day basis for the internal organisation, management and control of the school. In carrying out their duties the Headteacher will consult and liaise with and work in partnership with the DCEO

Staff are seen as the major resource in achieving the school's success. The Headteacher has the major role of effectively managing, encouraging, developing, valuing and supporting staff and actively and visibly demonstrating his/her responsibility towards them.

The Headteacher will be closely involved with the Trust Executive Team in recruiting, retaining and deploying staff appropriately so that the goals and targets for the school can be achieved.

Vision, direction and development

The Headteacher will:

- Support the DCEO in developing and sharing the vision and direction of the school
- Support the DCEO in developing both strategic and operational plans for securing the vision and direction of the school based on wide consultation with all relevant stakeholders
- Work with the leadership team, staff and Trustees to translate the development plans into action plans that identify clear achievable targets and outcomes
- Work with the leadership team, staff and Trustees to rigorously evaluate progress towards targets and outcomes
- Advise and support staff in the development and implementation of Trust policies

Teaching and Learning

The Headteacher will:

- Ensure that the school works closely with parents and carers, with the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all children at the school
- Foster a lively and welcoming ambience
- Ensure that the statutory requirements for the National Curriculum are met and that all children are enabled to access a broad, balanced and relevant curriculum
- Ensure that the curriculum and pastoral care of the school is appropriate to the children's differing experiences, interests, aptitudes and backgrounds
- Give priority to developing high quality teaching and learning across the school
- Ensure that a system for monitoring and developing the quality of teaching and learning is in place
- Ensure that there is an effective system for assessing, recording and reporting of children's progress
- Implement effective agreed Trust policies for ensuring that children's behaviour is appropriate and supportive to their own learning and the learning of others



JOB DESCRIPTION

Leading and Managing Staff

The Headteacher will:

- Liaise with the Trust Executive Team in the recruitment and selection of teaching and support staff
- Manage effectively the day-to-day deployment and performance of all staff
- Create and maintain good working relationships amongst all members of the school community
- Motivate and support staff by identifying and addressing areas for development and building on their strengths
- Promote the highest standards of courtesy and mutual respect amongst all members of the school community
- Ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations
- Encourage and model initiative, team work and working in partnership
- Develop and strengthen leadership across the school
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Efficient Use of Resources

The Headteacher will:

- Ensure the school budget is used to deliver a quality education and meets the objectives of the school improvement plan
- Manage and organise the day-to-day use of the building and grounds so that it meets the needs of the curriculum and health and safety requirements
- Ensure that all staff and children contribute towards building and maintaining a positive learning and working environment for all
- Support the Trust Executive Team in securing additional and sufficient resources for the school

Accountability

The Headteacher will:

- Ensure that all adult users of the building and grounds are aware of and adopt safe practices and that all activities comply with current legislative requirements
- Work closely with the Trust Executive Team and with the Board of Trustees as appropriate and build and sustain a positive working relationship
- Provide information, support and advice to the Trust Executive Team and to the Board of Trustees based on a well-grounded and practical knowledge of the school on a day-to-day basis
- Work with the DCEO to ensure that the school staff and Trustees collect, receive and use performance data to support school improvement and raised levels of achievement
- Working with the Senior Leadership Team, update the Self Evaluation Form (SEF) for Ofsted and collect evidence to support judgements made in evaluating the school's success
- Keep parents informed about their child's attainment and progress and support parents in understanding how they can contribute to their child's learning
- Effectively implement and work within the agreed protocols
- Sign and uphold the Trust's Code of Conduct.
- Ensure Assistant Headteacher protocols are adhered to and submit timely progress reports to Trust Executive Team and Board of Trustees

Partnership

The Headteacher will:

- Develop and encourage working partnerships with parents and carers
- Develop and encourage good relations between the Trust schools, associated organisations, local churches and the local community
- Encourage inter-school links and events of mutual benefit to all children including participation in school events outside of working hours.
- Develop and encourage mutually supportive working relationships with relevant agencies including Social Services and Health professional



JOB DESCRIPTION

Professional conduct

- To sign and uphold the Trust's Code of Conduct and ensure confidentiality is maintained at all times.
- Maintaining a secure, healthy and risk free environment for students, staff and visitors.

Health & Safety

The Headteacher, along with the trust Executive Team, will be responsible for ensuring compliance with the trust's Health & Safety Policies under the Health and Safety at Work Act (1974). The Trust Executive Team will ensure the safety of all parties, including members of the public, in premises controlled by the MAT, by ensuring compliance of procedures are observed at all times to create a safe and healthy environment.

Other responsibilities

- Contribute to the wider life of the Trust, its schools, its Churches and its community through out of hours and partnership work
- Carry out any such duties as may be reasonably required by the DCEO
- Demonstrate commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- Embody the Trust's values, standards and expectations; be an exemplary role model to all
- Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities
- To participate in the staff Performance Development Review process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets

General

The job description encompasses the above statements and is not necessarily a comprehensive definition. The professional standards alongside the Trust leadership framework will support each leader in delivering high excellence in a culture of high equity.

The post holder should be willing to undertake any other tasks that might reasonably require.

QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

The above has detailed the core aspects of teachers' professional standards and the approved career stage expectations and it is expected that staff will support, collaborate and celebrate all aspects of school and Trust life, and work at all times, in line with our shared values and culture to ensure excellence for all.

Signed Post Holder

Name Post Holder

Date

This job description was correct at the time of writing but may be subject to change and development according to the prevailing needs of the Trust.



JOB SPECIFICATION

QUALIFICATIONS				
	Competency	Essential (E) or Desirable (D)	Application form	Interview
1	Recognised teaching qualification, degree or equivalent	E	*	
2	Qualified Teacher Status	E	*	
3	Evidence of continuous professional development	E	*	*
4	National Professional Qualification (NPQH, EL, SL)	D	*	
5	Masters Level degree qualification	D	*	
EXPERIENCE				
6	Proven success as Headteacher/Principal, Associate Headteacher/Principal, Deputy Headteacher/Principal or Assistant Headteacher/Principal	E	*	*
7	Proven successful teaching experience across a range of primary year groups and of working with a wide range of abilities including G&T and SEN and securing improvement	E	*	*
8	Experience of leading curriculum areas in a creative way resulting in continued improvement	E	*	*
9	A wealth of experience of working with outside agencies / involvement in wider initiatives including the community	E	*	*
10	Significant experience of monitoring, evaluating and improving Teaching and Learning	E	*	*
ABILITIES, SKILLS AND KNOWLEDGE				
11	Understand the qualities of outstanding teaching	E	*	*



JOB SPECIFICATION

12	A working knowledge and commitment to effective inclusive practice and equality of opportunity	E	*	*
13	Understanding of school improvement at class, key stage and school level	E	*	*
14	Up to date knowledge of safeguarding practices and safer recruitment	E	*	*
15	Knowledge of current developments, national priorities and statutory frameworks in education	E	*	*
16	Fully committed to whole school improvement and securing engagement of all stakeholders	E	*	*
17	Knowledge, understanding and experience of practical application of whole school self-evaluation processes	E	*	*
18	Continued commitment to the development of Leadership and Management skills	E	*	*
19	Positive leadership skills that inspire and value others, develop trust and confidence and are committed to evolving from professional reading	E	*	*
20	Able to maintain and further develop existing excellent links with parents, other stakeholders and the local community	E		*
21	Ability to relate to people at all levels with excellent communication skills	E	*	*
22	Present an excellent and positive role model for pupils/students and staff	E	*	*
23	Ability to make firm decisions and convey them clearly	E	*	*
24	Excellent interpersonal skills and a caring understanding approach	E	*	*
25	Excellent time management and organisational skills	E	*	*
26	Demonstrate perseverance and resilience	E	*	*



JOB SPECIFICATION

27	A flexible approach and open to new ideas	E	*	*
28	Ability to work in partnership with enthusiastic, proactive Directors and colleagues in the best interests of the school	E	*	*
29	Significant experience of improving standards through the use of pupil/student performance data, target setting and other strategies	D	*	*
PERSONAL QUALITIES				
30	A strong commitment to the values of QUEST	E	*	*
31	A strong commitment to the Trust and its strategic objectives	E	*	*
32	A resilient, positive mindset	E	*	*

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