



HEADTEACHER – JOB DESCRIPTION

Post Title: Headteacher	School: Longhoughton Church of England Voluntary Controlled Primary
Group Size: Group 1 School - L8 – L14	Responsible to: Governing Body
<p>Duties and key result areas:</p> <p>Professional Duties to be carried out in accordance with the terms and conditions of the current School Teachers Pay and Conditions Document issued by the DFE. The professional duties of the Headteacher shall include:</p> <p>Main purpose</p> <p>The headteacher will:</p> <ul style="list-style-type: none"> ● Formulate the aims and objectives of the school and provide overall strategic leadership ● Establish policies for achieving these aims and objectives ● Manage staff and resources to that end ● Monitor progress towards the achievement of the school’s aims and objectives ● Lead by example and model best practice regarding professional conduct, workload and personal development ● Be a role model for everyone in the school community ● Uphold and articulate a distinctively Christian vision, which enables adults and pupils to live and learn together so that they can flourish and live life in all of its fullness. <p>Duties and responsibilities – Qualities and knowledge</p> <ul style="list-style-type: none"> ● Lead by example, holding and articulating clear values based on a strong Christian ethos, focused 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, with 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 ● Ensure our Christian vision, values and principles are embedded across the curriculum and through all aspects of school life ● 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 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

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 body as appropriate, providing the information it needs to govern effectively
- Ensure that Christian values and principles are embedded across the curriculum and through all aspects of school life
- 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 importance of education in children's lives and to promote the value of education

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 duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post *and the school*.

PERSON SPECIFICATION

The person specification sets out the abilities, skills and experience you will need to carry out the role of headteacher. Shortlisting will be carried out on the basis of how well you meet the requirements of the relevant essential criteria outlined in the person specification, so please address these in your application. If shortlisted and invited for interview, further evidence will be gathered from the selection process.

Headteacher – Longhoughton Church of England Voluntary Controlled Primary	
Essential	Desirable
Knowledge and Qualifications	
<ul style="list-style-type: none"> ● Teaching qualification recognised by the DFE ● Evidence of relevant continuing personal and professional development 	<ul style="list-style-type: none"> ● National professional qualification for headship (NPQH) ● SENDco qualification or willingness to work towards
Communication	
<ul style="list-style-type: none"> ● Well-developed communication skills - able to use a wide range of communication strategies applying tact and diplomacy and understanding of the need to adapt your communication style to suit the audience and situation: <ul style="list-style-type: none"> ○ Excellent written and verbal presentation skills. ○ Ability to maintain a professional and confident manner. ○ Strong interpersonal skills, able to build effective teams and positive relationships. ○ Empathetic listener ● Maintain and develop effective relationships with the church and clergy 	<ul style="list-style-type: none"> ● Experience of successful challenging conversations. ● Able to be focused and motivated to achieve objectives and targets. ● Able to motivate and inspire staff, pupils and other members of the school community.
Leadership and Management	
<ul style="list-style-type: none"> ● Successful leadership experience in a school: <ul style="list-style-type: none"> ○ leads by example. ○ effectively delegates and ensures successful implementation of planned actions. ○ holds people accountable. ○ proven track record in implementing and managing change. 	<ul style="list-style-type: none"> ● Experience of KS2 and Y6 in a primary setting. ● Experience of the EYFS framework. ● Experience of and ability to teach across the school's age range. ● Experience of mixed year group classes. ● Experience of managing gaps in learning due to pupil mobility

<ul style="list-style-type: none"> ● Building, communicating and implementing a shared Christian vision for further development of an effective Church of England school ● Involvement in and a secure understanding of school self-evaluation and development planning, including the ability to articulate a clear understanding of the link between self-evaluation and school improvement ● Demonstrable experience of successful line management, appraisal and staff development ● Evidence of relevant self-initiated learning ● Knowledge or experience of Ofsted and SIAMS inspections ● Experience of coaching / mentoring staff to improve quality of provision 	<ul style="list-style-type: none"> ● Experience in more than one school ● Experience of working in a Church of England school ● Experience of being a Designated Safeguarding lead ● Experience of leading collective worship and Religious Education ● Experience of effectively working with the Governing Body encouraging mutual support and challenge to drive school improvement ● Experience of working in a school going through the process of joining a multi-academy trust
<p>Skills, abilities and experience</p>	
<ul style="list-style-type: none"> ● Teaching experience in more than one age range. ● An exemplary classroom practitioner with a clear understanding of what constitutes excellent teaching and learning, the ability to model this for others and to challenge and support others to improve. ● A proven track record in improving pupil outcomes with a thorough understanding of issues related to attainment and achievement of different groups of pupils, of the significance of data analysis, setting targets and identifying next steps. ● Experience of working successfully with parents and the wider school community. ● Experience of effective resource management ● Understanding of school finances and financial management 	<ul style="list-style-type: none"> ● Experience of school finances and financial management. ● Understanding of the small rural school context ● Experience of a setting with high pupil mobility and the required interventions to ensure all pupils reach their potential ● The ability to adapt to constantly changing priorities /demands and to apply analytical thinking to solve problems and /or resolve conflict.

Professional qualities	
<ul style="list-style-type: none"> • Can engage and work with others to create a shared culture and positive climate • A commitment ensuring that all pupils reach their full potential, promoting the ethos and values of the school • Highly organised with the ability to work under pressure and prioritise effectively • High expectations of self and others and resilient in the face of challenge • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Can think strategically, be decisive and communicate effectively • Will inspire, motivate and challenge the whole school community • Effective use of coaching skills to support staff appropriately • Maintain and further develop the Christian character of the school • Think creatively to anticipate and solve problems • Demonstrate that they are emotionally intelligent 	<ul style="list-style-type: none"> • Passionate about your development as a leader • High level of aspiration for our school and yourself.