

## Job description: Headteacher

### Job details

<b>Location:</b>	Schools within HMFA Multi-Academy Trust
<b>Salary:</b>	L14 – L16 £71,830 - £75,049
<b>Hours:</b>	Full time
<b>Contract type:</b>	Permanent
<b>Reporting to:</b>	CEO
<b>Responsible to:</b>	CEO, Executive Team and Local Committee of Governors
<b>Responsible for:</b>	Teaching staff and Support Staff

### Main purpose

The headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the Executive team, Trust board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively and safely to meet DFE statutory requirements
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Ensure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources including working with the CFO to agree the school budget, manage it appropriately, efficiently and effectively ensuring value for money
- Provide motivational and inspirational leadership across all levels of the organisation

### Qualities

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships with parents, governors and external agencies
- Act with integrity, visibility and resilience, modelling the highest standards of professional leadership
- Serve in the best interests of the school's pupils

### Duties and responsibilities

#### School culture and behaviour

- Share our belief in the importance of inclusion and diversity, creating an environment where everyone feels valued, understood, and empowered to thrive;
- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Lead 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 Positive Relationships & Behaviour policy

#### Teaching, curriculum and assessment

- Embed and maintain the high standards of our school whilst providing strategic planning for school improvements in line with the evolving curriculum and Ofsted requirements
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Oversee curriculum design and evaluation

- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches for assessing pupils' knowledge and understanding of the curriculum to inform strategy and decisions
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read
- Ensure the curriculum is inclusive, representative and accessible to all pupils, reflecting diversity and promoting equality so that every learner can see themselves valued within the school's provision

### **Additional and special educational needs (SEN) and disabilities**

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

### **Managing the school**

- Ensure robust safeguarding, attendance and behaviour systems that promote safety, belonging and high expectations
- Manage staff effectively with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk ensuring the day-to-day management, implementation of policies, and risk assessment procedures are communicated to all staff and followed
- Manage recruitment, induction, and workforce planning.
- Support staff wellbeing and uphold Trust HR policies

### **Professional development**

- Oversee performance management and ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

### **Governance, accountability and working in partnership across the Trust**

- Understand and welcome the role of effective local governance, including accepting responsibility
- 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
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Work in close partnership with the wider Trust team, executive leaders and governance structures to ensure strong accountability

### **Other areas of responsibility**

This job description is based on the [Headteachers' Standards](#) and the requirements in the statutory safeguarding guidance [Keeping Children Safe in Education](#).

This job description 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.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• National professional qualification for headship (NPQH) or recent Headship/Head of School experience.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Have a thorough understanding of curriculum development</li> <li>• Have a proven track record of successful leadership and management experience in a school</li> <li>• Teaching experience</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Demonstrable experience of successful line management and staff development</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve</li> <li>• Understanding of school finances and financial management</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to uphold the 7 principles of public life (the <a href="#">Nolan principles</a>) at all times</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li> </ul>

### Notes:

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

**Last review date:** February 2026

**Line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_