



Headteacher Job Pack

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To commence September 2021

- 1 FTE Permanent
- Group 2 Leadership scale 8 – 21 £48,808 - £66,517
- All applications must be in by Thursday 18th March 2021
- Interview days 29th and 20th March 2021



Lugwardine Primary Academy is a welcoming and popular primary school judged 'good' by Ofsted in January 2019.

The Governors of Lugwardine Primary Academy are seeking to appoint an inspiring, highly effective, enthusiastic, committed and experienced leader with a proven history to see all children reach their full potential. You will be an experienced Headteacher looking for a new challenge or an established Senior Leader with demonstrable capacity and willingness to enhance every aspect of the school.

Main purpose of role

To provide strategic leadership for the School and hold overall accountability for direction, standards achieved and quality and to:

- ensure the School gives every pupil a high-quality education which promotes the highest possible standards of achievement and well being
- secure the long-term success of the School by maximising potential through the skills and resources held within School
- build system-wide leadership capacity at all levels through actively developing strategic governance, staffing structures and roles and responsibilities
- develop and maintain high morale and confidence amongst staff, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Governing Body
- make strategic evaluations of teaching and learning matters
- ensure effective education for all pupils
- ensure the continuous improvement in teaching and learning
- promote exemplary behaviour and professional people management
- work within the framework of national legislation, School/ Local Authority policies and guidelines

Role Profile

The following is taken from the headteacher standards 2020 gov.uk

Headteachers are leading professionals and role models for the communities they serve. Their leadership is a significant factor in ensuring high quality teaching and achievement in schools and a positive and enriching experience of education for pupils. Together with those responsible for governance, they are custodians of the nation's schools.

1. School culture

- establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life



- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- ensure a culture of high staff professionalism

2. Teaching

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment

3. Curriculum and assessment

- ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

4. Behaviour

- establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school model and teach the behaviour of a good citizen

5. Additional and special educational needs and disabilities

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

6. Professional development

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development



- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

7. Organisational management

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- ensure rigorous approaches to identifying, managing and mitigating risk

8. Continuous school improvement

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

9. Working in partnership

- forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

10. Governance and accountability

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- establish and sustain professional working relationship with those responsible for governance
- ensure that staff know and 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



General Information

The post holder will be required to comply with organisation's policies and procedures. The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Academy's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Other information

Disclosure type: enhanced



Person Specification

Please see below the qualities we are looking for in our new headteacher. Evidence for these will be gathered from the application, during the interview and from tasks undertaken on the day of interview.

Education and Qualifications	
Degree or equivalent	Application
Qualified teacher status	Application
Evidence of commitment to continuing professional development	Application
NPQH	Application
Professional Experience and Knowledge	
Successful experience as Deputy/Headteacher in primary sector	Application and Interview
Successful experience of raising standards for all with measurable outcomes	Application and Interview
Successful experience of creating and maintaining effective partnerships with parents, other educational bodies and the community to enhance children's learning	Application and Interview
Evidence of highly developed performance management skills	Application and Interview
Understanding of quality in learning and teaching and how to achieve excellence	Application and Interview
Knowledge of key considerations in effective management and deployment of people and other resources	Application and Interview
In depth knowledge of Child Protection and Safeguarding procedures	Application and Interview
Experience of Child Protection and Safeguarding procedures	Application and Interview
Knowledge and Skills	
Ability to communicate effectively orally and in writing to a range of audiences and a diverse school community	Application and Interview
Ability to think creatively to anticipate and solve problems	Application and Interview
Ability to drive for improvements and challenge underperformance	Application and Interview
Ability to motivate, challenge and influence others to attain higher goals	Application and Interview
Ability to develop and empower individuals and teams	Application and Interview
Ability to use new and emerging technologies to support improvement	Application and Interview
Personal Attributes	
Committed to the development and maintenance of strong relationships with staff, parents, pupils, governors and the community	Interview and Tasks
Positive, passionate outlook, embracing risk and innovation	Interview and Tasks
Demonstrate respect and empathy towards others	Interview and Tasks
Resilience, perseverance and optimism in the face of difficulties and challenges	Interview and Tasks



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Committed to CPD of self and others within the school	Interview and Tasks
Governance and accountability	
Ability to work with the Governing Body and an understanding of its statutory duties	Interview
Commitment to being transparent and accountable to parents, governors, external bodies and the local community	Interview



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How to Apply

To apply please send your application form and CV to kbythell@lugwardine.hereford.sck.uk by Thursday 18th March 2021

Any enquires or further questions please email the above address.

Please note interviews will take place on 29th and 30th March 2021