

Job Description: Headteacher**Contract Type:** Full-Time, Permanent**Reporting to:** Governing Body**Responsible for:** Whole School

Your Core Purpose

As the Headteacher of Mulgrave Primary School, your core purpose is to provide exceptional professional leadership and management, ensuring the school achieves the highest standards in all areas of its work. You will inspire, lead and empower pupils to acquire the skills, knowledge and values needed to thrive as responsible global citizens. To achieve this, you will:

- Develop and sustain the school's ethos and strategic direction in collaboration with the Governing Board, the Local Borough and the broader school community.
- Develop and oversee systems, processes and policies to ensure the school operates effectively and efficiently.
- Identify barriers to school effectiveness and implement realistic, timely and context-specific strategies for continuous improvement.
- Build and maintain effective communication channels with all stakeholders, including prospective families. This should include the design, implementation and maintenance of an effective marketing strategy to maximise the visibility of the school in the community.
- Manage the school's financial, human and physical resources with precision and accountability.
- Ensure strategic use of pupil premium, sports premium and EHC funding to close attainment gaps. Monitor and provide evidence of the use of funding.
- Ensure compliance with relevant legislation and policies to safeguard the well-being of all children and staff.

Qualities We Seek

We are looking for a Headteacher who:

- Upholds public trust in school leadership and demonstrates the highest standards of ethics, behaviour and professional conduct.
- Builds positive and respectful relationships across the school community.
- Serves with integrity, always acting in the best interests of the school and its children
- Commitment to equity, excellence and inclusion.

- Evidence of continuous professional learning.

Duties and Responsibilities

School Culture and Behaviour

- Foster a supportive culture driven by high expectations, ensuring pupils experience a positive and enriching school life.
- Uphold ambitious educational standards to prepare pupils from all backgrounds for their next phase of education and life.
- Promote a culture of staff professionalism and model the school's values.
- Implement a fair and consistent approach to behaviour management to encourage the highest standards of behaviour, built on clear rules and routines which are consistently demonstrated by all adults in the school.

Leading Teaching, Curriculum and Assessment

- Ensure high-quality teaching and learning across all subjects and phases, grounded in evidence-based practices.
- Set high expectations and provide inspirational leadership to the teaching team, maintaining the highest standards of teaching and learning.
- Monitor and evaluate the quality of teaching, using data and feedback to drive continuous improvement in pupil achievement.
- Deliver a creative and enriched curriculum that enhances pupils' cultural capital and leads to high performance.
- Empower subject leaders with the expertise and resources they need to excel.
- Use valid, reliable and proportionate approaches to assess pupils' knowledge and understanding.
- Create a culture of challenge and support where all pupils can achieve success and become engaged in their own learning.

Additional and Special Educational Needs (SEN) and Disabilities

- Promote inclusive practices that enable all pupils to access the curriculum.
- Set ambitious expectations for pupils with SEN and disabilities.
- Collaborate effectively with parents, carers and professionals to identify additional needs and provide appropriate support.
- Ensure compliance with the SEND Code of Practice.

Managing the School

- Safeguard the safety and welfare of staff and pupils through robust safeguarding practices.
- Manage staff with attention to workload, professional responsibilities and accountability.
- Implement rigorous approaches to identifying, understanding and managing risk.
- Support subject coordinators in leading and promoting their subjects strategically.

Professional Development

- Provide all staff with access to high-quality professional development opportunities tailored to their needs.
- Stay abreast of developments in education and ensure training is effectively planned, delivered and evaluated.
- Draw on internal and external expertise to enhance professional growth.

Governance, Accountability, and Community

- Build and maintain effective partnerships with parents, governors and the local authority to support pupil achievement and personal development.
- Develop community links to extend the curriculum, enhance teaching and learning and promote the school as a centre of excellence.
- Foster a school culture that celebrates diversity and prioritises children's safety and well-being.
- Ensure the school operates within regulatory frameworks and meets all statutory duties.
- Collaborate with other schools and organisations to improve educational outcomes for all pupils.
- Engage with parents to support the school's policies and the behaviour and progress of all pupils.

Key Policy Compliance Responsibilities

Data Protection

Ensure compliance with relevant Data Protection legislation in all school activities.

Health, Safety, Well-being, and Safeguarding

Comply with Health and Safety and Safeguarding legislation and maintain a safe, secure and effective environment for children, staff and visitors.

Equality and Inclusion

Promote a culture of equality and inclusion, ensuring compliance with the Equality Act 2010.

Sustainability and Environment

Lead initiatives that enhance the school's environmental sustainability and comply with environmental regulations.

National Standards for Headteachers

This role is based on the DfE's National Standards for Headteachers and the Common Core of Skills and Knowledge for the Children's Workforce. The Headteacher will carry out their duties by the National Conditions of Employment for Headteachers and relevant education and employment legislation.

The Headteacher is accountable to the Governors for the standards achieved and the conduct, management and administration of the school.

This job description is subject to annual review.
