



Job Description & Person Specification

Headteacher

Job Title:	Headteacher
Scale:	Leadership 7 - 13
Responsible to:	CEO, CFOO
Responsible for:	Oaklands Infant School

Job Purpose:	• Provide the leadership and management which enables the school to give every pupil a high-quality education and which promotes the highest possible standards of achievement. • Work in partnership with the Central Team to build leadership capacity and deliver the Bridge People Strategy. • Work in partnership with the Central Team to manage school premises, finances and resources astutely to maximise their use and value.
Duties & Responsibilities:	• Demonstrate consistently high standards of principled and professional conduct: uphold and demonstrate the Seven Principles of Public Life at all times; uphold public trust in school leadership and maintain high standards of ethics and behaviour. • Meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them. • Meet the Conditions of Employment for Head Teachers laid down in the School Teachers' Pay and Conditions Document. • Ensure the School meets its statutory obligations in relation to safeguarding, Child Protection and LAC procedures. • Carry out the roles and responsibilities of the Designated Safeguarding Lead. • Ensure the development of and maintaining of effective strategies and procedures for all staff induction, professional development and performance review. • Promote and maintain a culture of high expectations and standards for self and others. • Ensure the positive promotion and reputation of the School and the Trust; • Promote and exemplify the core values of Bridge Academy Trust and adhere to Bridge Academy Trust policies and procedures. • Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, trustees and members of the local community.



Strategic Direction and Development of the School:

- Working with Trust partners including local governors, to create the strategic vision for the school.
- Translate the vision into agreed objectives and operational evidence-based improvement plans and policies.
- Plan and implement first-class CPD for all staff.
- Work alongside other Bridge Schools to provide support and improvement in the quality of provision for children across the Trust.
- Inspire and influence others – within and beyond schools – to believe in the fundamental importance of education in young people’s lives and to promote the value of education.

Leading Teaching and Learning / Working with Other Leaders to:

- Engage in self-reflection and self-driven professional development to improve competency and expertise in all areas of Headteacher Standards.
- Communicate and embed clear vision and values that permeate school life.
- Ensure a continuous and consistent school-wide focus on pupils' achievement, using strong evidence bases to monitor progress.
- • Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils’ outcomes.
- Secure excellent teaching through an analytical understanding of research and evidence of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils’ wellbeing.
- Implement strong accountability measures and robust monitoring; tackle under-performance at all levels.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Maintain and promote high standards of behaviour and consistent disciplinary procedures.
- Develop and sustain effective relationships with local governors, Trustees and central team to ensure effective governance, and the discharge of delegated responsibilities.
- Ensure excellence in Early Years Foundation Stage and Key Stage 1 provision, securing strong foundations for children's learning, development, wellbeing and future success.
- Promote a deep understanding of child development and evidence-informed practice to ensure all pupils thrive academically, socially and emotionally.
- Champion inclusion, ensuring that pupils with SEND, disadvantaged pupils and vulnerable learners receive high-quality support and achieve their full potential.



General:	• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. • Develop strong and effective partnerships with parents and carers, recognising their crucial role in children's learning and development • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.
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PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths.	E
	First Aid Qualification.	D
	QTS	E
	Relevant leadership qualification such as NPQH	D
	Degree or equivalent qualification	E
Knowledge & Experience	Recent and successful experience of working in a primary school.	E
	Significant successful experience in a senior leadership role.	E
	Experience of leading school improvement and raising standards	E
	Strong knowledge of the primary curriculum, teaching, learning and assessment.	E
	Sound knowledge of safeguarding, SEND and inclusive practice.	E
	Experience of leading and developing staff.	E
	Understanding of school governance, finance and resource management.	E
	Successful experience of leading and sustaining improvements in teaching, learning and outcomes.	D
	Experience of developing an ambitious and inclusive curriculum.	D
	Experience of working effectively with parents, carers and external agencies.	E
	Understanding of Early Years Foundation Stage and child development.	E



	Experience of leading or contributing to whole-school self-evaluation and inspection preparedness.	D
	Experience of managing staffing, attendance or safeguarding matters	D
Skills and attributes	Strong leadership skills with the ability to inspire and motivate others.	E
	Excellent communication and interpersonal skills.	E
	Ability to think strategically, make decisions and manage change effectively.	E
	Ability to build positive relationships with pupils, staff, families and the wider school community.	E
	Strong organisational and problem-solving skills.	E
	Ability to analyse and interpret performance data to inform strategic decision-making.	E
	Ability to lead organisational change effectively and sensitively.	D
	Ability to build leadership capacity and develop future leaders.	D
Personal qualities	Approachable, visible and inspirational leader.	E
	Resilient, reflective and adaptable.	E
	High expectations and ambition for all pupils and staff.	E
	Demonstrates integrity, professionalism and sound judgement.	E
	Demonstrates emotional intelligence, empathy and professional resilience.	E
	Committed to inclusion and ensuring every child succeeds.	E
	Demonstrates courage, integrity and accountability in decision-making.	E
Other	Committed to equality and diversity.	E
	Commitment to own continuous personal and professional development.	E
	Committed to our Health and Safety policies and procedures.	E
	Compliance to Data Protection Act 2018 and GDPR principles/ requirements.	E
	Committed to safeguarding and promoting the welfare of children and young people.	E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated September 2026.