Headteacher Job Description and Person Specification

Plymouth Grove West, Chorlton-on-Medlock, Manchester, M13 0AQ

Job Title	Headteacher
Salary Range	Leadership Pay Scale Range (L18 – L24,)
Responsible to	The Governing Body and Manchester Local Authority
Responsible for	All school staff, resources, and pupils
School Ethos	A vibrant, inclusive community school driven by our core values: Respect, Equality, and Friendship.

Job Description

Main Purpose of the Job

- To provide dynamic, visionary leadership and strategic direction for Plymouth Grove Primary School.
- To uphold, champion, and foster in all others the school's core values—Respect, Equality, and Friendship.
- To strive for academic excellence through a research-led, broad, and balanced curriculum.
- To ensure a safe, nurturing, and inclusive environment that aligns with the Our Manchester agenda and the UN Convention on the Rights of the Child (Rights Respecting School).
- Fulfil all duties within the School Teachers Pay and Conditions Document and meet the DfE Headteacher Standards.
- Promote and safeguard the welfare of all children and ensure safeguarding procedures are fully implemented.

Strategic Leadership and School Culture

- Lead the school ethos, vision and strategic direction in partnership with governors and the community.
- Promote ambition, inclusion, continuous improvement and high expectations.
- Create a positive, safe, orderly and inclusive environment.
- Ensure positive relationships across the school community and with external stakeholders.
- Prepare pupils for the next stage of education and life.

Teaching Learning Curriculum and Assessment

- Lead a broad, balanced, ambitious and research-led curriculum from EYFS to KS2.
- Champion Building Learning Power, oracy, critical thinking and evidence-informed practice.
- Ensure high-quality teaching, subject expertise, formative assessment and curriculum sequencing.
- Develop curriculum leadership and subject networks.
- Ensure strong reading provision including systematic synthetic phonics.
- Use assessment and data effectively to improve outcomes.

Behaviour Safeguarding and Inclusion

- Act as safeguarding champion and ensure compliance with KCSIE.
- Promote positive behaviour, attendance, punctuality, resilience and citizenship.
- Prevent bullying and discriminatory behaviour.
- Ensure ambitious outcomes for SEND, EAL and disadvantaged pupils.
- Comply with the SEND Code of Practice and work with parents and external agencies.
- Promote wellbeing, pupil voice and Rights Respecting Schools.

Staff Leadership and Professional Development

- Lead, inspire and develop all staff.
- Provide high-quality CPD, mentoring, induction and succession planning.
- Support ECTs and develop future leaders.
- Manage performance, workload and wellbeing fairly and effectively.

Organisational and Financial Management

- Manage budgets, procurement and public funds with transparency and value for money.
- Ensure compliance with the Equality Act, Human Rights Act, health and safety and statutory duties.

- Oversee systems, policies, procedures and risk management.
- Manage resources, premises and operational effectiveness.

Continuous School Improvement

- Lead rigorous self-evaluation and quality assurance.
- Develop, implement and evaluate School Improvement Plans.
- Identify barriers to achievement and implement evidence-informed strategies.
- Reduce gaps in attainment and progress, especially for disadvantaged pupils.

Working in Partnership and Governance

- Build strong partnerships with parents, carers, governors, Manchester City Council, other schools and agencies.
- Support governors to fulfil statutory duties and ensure transparent accountability.
- Provide accurate information to governors and support effective committee work.
- Contribute positively to local and national educational networks.

Ethics and Professional Conduct

- Uphold the Seven Principles of Public Life.
- Model the highest standards of professional conduct.
- Respect diversity and uphold British Values.
- Act within statutory frameworks and always serve the best interests of pupils.
- Maintain confidentiality and public trust.

Person Specification

Assessment Methods Key: A = Application Form | I = Interview | R = Reference | P = Presentation / Task

1. Qualifications & Professional Development

Criteria / Requirement	Essential / Desirable	Assessment Method
Qualified Teacher Status.	**E**	**A**
Degree or equivalent qualification.	**E**	**A**
NPQH or equivalent leadership qualification/training or working towards NPQH.	**D**	**A**
Evidence of continuous professional development related to primary education and leadership.	**E**	**A**

Experience

Criteria / Requirement	Essential / Desirable	Assessment Method
Successful senior leadership experience (including Headteacher or Deputy Headteacher level) in more than one school.	**D**	**AIP**
Teaching experience across the primary age range.	**E**	**AI**
Experience in an inner-city or diverse community school	**D**	**AI**

setting		
Whole school improvement leadership.	**E**	**AI**
Experience of school self-evaluation and development planning.	**E**	**AI**
Proven track record of raising standards in teaching, learning, and pupil progress	**E**	**AIP**
Demonstrated leadership in promoting pupil wellbeing and importance of establishing a strong safeguarding culture	**E**	**AIP**
Experience in curriculum design, embedding research-led pedagogy, and promoting oracy/critical thinking	**E**	**AIP**
Experience leading and supporting pupils with SEND, EAL, and pupils from disadvantaged backgrounds	**E**	**AIP**
Track record of successful staff management, CPD delivery, and team development	**E**	**AIP**
Experience working effectively with a Governing Body and managing school budgets	**D**	**AIP**

Knowledge and Skills

Criteria / Requirement	Essential / Desirable	Assessment Method
Deep knowledge of current educational research, Ofsted frameworks, and national primary curriculum standards	**E**	**AI**
Understanding of how to embed a Rights Respecting School framework and value-led culture	**D**	**I**
Strong financial acumen and a capacity to manage school budgets effectively	**E**	**IP**
Strong experience and leadership of inclusive practice.	**E**	**AIP**
Ability to use data effectively to drive target setting and school improvement	**E**	**AIP**
High-level interpersonal, communication, and public-speaking skills	**E**	**AIP**
Strong understanding of safeguarding, equality and SEND frameworks.	**E**	**AIP**

Personal Attributes

Criteria / Requirement	Essential / Desirable	Assessment Method
Commitment to Respect Equality and Friendship.	**E**	**AIP**
An approachable, empathetic leader who prioritises community engagement and family partnership.	**E**	**AIP**
High level of personal integrity, resilience, and emotional intelligence.	**E**	**IP**
Commitment to safeguarding, equality and inclusion.	**E**	**IP**
Ability to inspire others and communicate a compelling vision.	**E**	**IP**
Inclusive mindset with a drive to reduce barriers to learning for all children.	**E**	**AIP**
Ability to work under pressure and prioritise effectively.	**E**	**AIP**
Commitment to achieving the best outcomes for all pupils.	**E**	**AIP**

Employment and Safeguarding Statements

This job description is subject to annual review. Reasonable adjustments will be considered for disabled employees. The Governing Body of Plymouth Grove Primary School and Manchester City Council are committed to safeguarding and promoting the welfare of children and young people.

and expects all staff, volunteers and visitors to share this commitment. We are committed to safer recruitment practices and all appointments are subject to satisfactory pre-employment checks, including an Enhanced Disclosure and Barring Service (DBS) check, children's barred list check (where applicable), references, verification of qualifications, identity and right to work checks, and any other checks required in line with statutory guidance.

In line with Keeping Children Safe in Education, online searches may be carried out on shortlisted candidates as part of our due diligence and safeguarding checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions or other relevant information that is not protected by the disclosure filtering rules.

Plymouth Grove Primary School is committed to equality of opportunity and welcomes applications from all suitably qualified candidates.