



Job Description – Headteacher (Rattlesden CE Primary Academy)

The Dwardre Education Trust is a local multi-academy trust in the heart of Suffolk. Our four village primary schools work very closely together to use the talents within all our schools for the benefit of our pupils.

We are looking for a talented and enthusiastic individual who embraces our ethos of partnership, collaboration and mutual support and will flourish working within our growing family of schools.

Title of Post: Headteacher

Purpose of the Job: The Headteacher will provide professional leadership, vision and strategic direction for the school in order to maintain and develop the conditions which enable pupils and teachers to achieve effective learning so that the school's aims and objectives are implemented in accordance with the policies of the The Dwardre Education Trust and the Local Governing Body, and national and local education strategy.

Accountable to: CEO, The Dwardre Education Trust

Scale / salary: L8 – L14

This job description is subject to the general conditions of service for a Headteacher as set out in the current School Teachers Pay and Conditions Document. This job description is based on the National Standards of Excellence for Head Teachers (2015).

The Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).



Key Responsibilities

The Headteacher will:

- be dedicated to helping our pupils and staff reach their best outcomes
- foster a love of learning through inspirational teaching
- have high expectations for themselves, pupils and staff
- demonstrate a strong commitment to uphold and develop the Christian ethos of our school
- enjoy working in a supportive and inclusive environment
- work collaboratively with the CEO and headteachers in the MAT
- actively engage with our parents; the wider local education community, and the local community
- have an innovative approach to learning with the appropriate use of technology
- have a commitment to safeguarding and promoting the safety and welfare of children while maintaining an open and friendly environment in the school
- secure a climate for the outstanding behaviour of pupils, ensuring they feel safe, valued and successful
- recognise differences and respect cultural diversity
- have excellent interpersonal and communication skills at all levels

Leadership: Educational

The Headteacher will hold and articulate clear values, vision and moral purpose, focused on leading and developing a successful school.

The Headteacher will:

- communicate the school's vision and drive the strategic leadership, empowering all pupils and staff to excel
- promote the school's ethos, ensuring that this is a shared set of values formed by consultation with all stakeholders
- work with political and financial astuteness, within a clear set of principles centred on the school's vision
- lead the further development of the Christian ethos of the school
- in a time of change, be able to translate local and national policy into the school's context to ensure that the school is equipped to respond to, and benefit from any government changes or changes required by the Trust
- sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, to analyse and apply those systems that would best drive whole school improvement
- demonstrate personal behaviour that leads by example, forges positive relationships and attitudes towards and between pupils and staff, and with parents, governors, directors and members of the local community

Leadership: School self-improvement

The Headteacher will create an outward-facing school, developing the partnership work with other schools and organisations to champion best practice and secure excellent achievements for all pupils.

The Headteacher will:



- develop effective relationships with fellow professionals and colleagues, as well as those **3 of 6** in other services, to improve academic and social outcomes for all pupils
- shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
- model innovative approaches to school improvement, leadership and governance
- inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in children's lives and to promote the value of education

Management: Leading and managing staff and pupils

The Head teacher will 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.

The Headteacher will:

- ensure that the curriculum, pastoral care and administration meet the needs of all pupils
- secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being
- monitor and evaluate the effectiveness of the curriculum to ensure it is providing the best opportunity for pupils to enjoy and achieve their potential, whilst providing financial value
- establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis
- Lead impactful collective worships at a whole school and Key Stage level
- 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
- hold all staff to account for their professional conduct and practice and have a duty of care regarding staff welfare
- forge a culture of equality of opportunity, celebrating pupil achievements in all aspects of school life, and promoting high expectations
- provide a calm, safe and well-ordered learning environment where all pupils can achieve; where staff and pupils are focused on safeguarding, and where pupils are expected to have high standards of attendance

Governance: Efficient systems, processes and resources

The Headteacher will assist the Local Governing Body to ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity. The Headteacher will work with the Trust and members of the Leadership Group to ensure that school systems follow the requirements of the Trust.

The Headteacher will:



- welcome strong governance and actively support the Local Governing Body to understand its role and deliver its functions effectively
- advise in particular on governance functions, to set school strategy and enable the governors to hold the Headteacher to account for pupil, staff and financial performance
- regularly monitor the budget and exercise effective strategic, curriculum-led financial management and planning of school resources
- ensure that financial requirements of the Trust and the DFE are met; that sound internal financial controls are in place as described in audit recommendations
- manage and organise accommodation and resources so that health and safety needs are addressed and that resources are sustainably planned to meet present and future needs
- establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice
- distribute leadership throughout the organisation, developing teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making
- ensure that professional duties are fulfilled as specified in Teachers Pay & Conditions, and
- ensure that all statutory and advisory duties regarding safeguarding are in place and robustly monitored

Accountability

The Headteacher will work closely with the Trust Board, Chair of Governors and Local Governing Body (and any sub-committees) to secure a positive and effective working relationship focused on driving forward school improvement.

The Headteacher will:

- provide information, advice and support to the Local Governing Body to enable it to meet its responsibilities, recognising the accountability of the Local Governing Body for the success of the school within the Trust
- create an organisation where every member, including all staff and pupils, recognises their own accountability and the part they play in the accountability of others for the success of the school and Trust
- ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement
- be the designated Child Protection Officer /Safeguarding Lead and be accountable for all elements of this role
- ensure all legal requirements for health and safety, maintenance and financial management are fulfilled



PERSON SPECIFICATION

Qualifications	Essential	Desirable
Degree level qualification and QTS	X	
NPQH		X
Further post-graduate qualification		X
Record of recent and relevant in-service training	X	
Experience		
Proven successful leadership at senior level in a primary school as a Headteacher, Deputy or Assistant Headteacher or equivalent.	X	
Experience of working in a range of schools, including in good or outstanding schools.		X
Experience of working effectively with the school community and with external partners and agencies.	X	
Experience of working within a MAT or federation		X
Experience of working in a Church of England school		X
Qualities and Knowledge		
Proven track record of the ability to raise the academic and personal achievement of all pupils.	X	
An ability to promote a positive, sensitive and caring ethos and pride in the school and its physical environment, together with high standards of achievement and behaviour.	X	
An ability to form and lead a successful team, and to be an effective member of a team.	X	
Excellent interpersonal and communication skills, both oral and written.	X	
The ability to set, communicate, encourage, and expect high expectations for all members of the school community, including parents	X	
Ability to innovate and find creative solutions, and to communicate a vision to inspire and motivate all stakeholders	X	
Ability to make a direct contribution to the broader life of the school and the Trust	X	
Knowledge of financial management in school	X	
Knowledge of safeguarding requirements in schools	X	
Knowledge of Health and Safety requirements in schools	X	
Skills and abilities		
Knowledge and understanding of how to raise standards of learning across the school and a proven track record in doing so.	X	
Excellent knowledge of current major curriculum issues, recent educational developments and legislative changes, together with an understanding of the significance for the leadership of a primary school.	X	
Ability to use, analyse and monitor pupil assessment data to identify needs and trends in order to promote an appropriate level of challenge to all pupils	X	
An ability to demonstrate a commitment to providing choice and flexibility in learning to meet the needs of every child to ensure that every child achieves her/his best.	X	
An ability to identify and promote excellence and challenge poor performance across the school.	X	



A proven commitment to an inclusive education which addresses the needs of all the learners in the school community.	X	
Excellent ICT skills	X	
Effective leader who promotes positive organisational culture, encourages reflection, delegates responsibility where appropriate, builds teams and inspires staff to achieve their full potential	X	
Ability to analyse and process data and information quickly and rigorously for safe decisions and make the best of opportunities	X	
Ability to deal with and diffuse difficult situations	X	
Personal qualities		
<ul style="list-style-type: none"> • Focus on high quality education • Resilient and persistent in achieving goals • Adaptable and flexible • Self-aware and able to learn • Optimistic and enthusiastic • Ability to travel within the Trust geographic area 	X	
<ul style="list-style-type: none"> • Commitment to the strong Christian ethos and values of our school 	X	