**St James Church of England Primary School**

**Headteacher Job Profile**

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Together in Faith, We Are a Winning Team.

Our vision is to build a great school – to be the best that we can be.

As a Church of England Primary School, rooted in a Christian tradition, we believe that academic success and personal wellbeing are equal partners.

Our mission is to develop a happy community with enquiring minds, a spirit of curiosity and a love of learning where there is respect for self, others and the environment. We want every member of our team to have the skills, confidence, resilience and adaptability to thrive in a rapidly changing world.

The bible verse that sets our mission in context comes from the words of Jesus: ‘I have come in order that you might have life - life in all its fullness.’ John 10:10. It is this flourishing in the love and grace of God that will enable every member of our school family to be wise, hopeful, aspirational and live well together with dignity and respect in God's world.

**The staff and governors discussed what qualities they thought were essential in a Headteacher and they can be seen below**.



**The aspirations embodied in our Mission statement led to the development of the following Headteacher profile**.

The core purpose of the Headteacher role is to provide professional leadership and management of the school, which will promote a secure foundation from which to deliver the School’s Vision and Christian values.

The Headteacher will ensure the safety of children and staff through robust and effective child protection and safeguarding procedures.

Through partnerships with Forward As One CE Multi Academy Trust, the Diocese, local schools and other agencies, the Headteacher will play a key role in improving standards across the school to result in better outcomes for all groups of pupils in their intellectual, physical, spiritual, moral, social and cultural development.

The Headteacher will take responsibility for the internal organisation and day-to-day management of the school and for developing and promoting the wider role of the school within the local community.

Shaping the Future

* Work with the Trust, staff and Governing Body to formulate and build upon our strategic development plan, which identifies priorities and targets for school improvement, and underpins all with sound financial management and a range of data
* Establish commitment to a shared vision of improvement for the school’s continuing future
* Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
* Work with the school community to translate the vision into agreed objectives.
* Ensure the Christian values of the school are promoted
* Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence

Leading Learning and Teaching

* Commitment to cross Trust collaboration to ensure quality of provision
* Lead by example to inspire and motivate staff, parents, Governors and pupils
* Plan strategically and operationally, allocate resources effectively and evaluate the work of teams and individuals
* Establish an ethos that promotes an outstanding quality of education and which sustains improvement in the development of all pupils and staff
* Demand ambitious standards of achievement for all
* Plan and implement the curriculum and its assessment using research to achieve excellence
* Create and maintain an environment and a code of behaviour that promotes and secures high standards of achievement, behaviour and personal development

Developing Self and Working with Others

* Lead by example - with integrity, creativity, resilience, and clarity
* Develop and maintain a culture of high professional standards and expectations
* Maintain a positive school culture based on Christian values
* Together with Forward As One, local stakeholders and St James’ CE Church in The Parish of the Good Shepherd build a collaborative learning community
* Lead, motivate, encourage and support the continuing professional development (CPD) of all staff
* Praise success and taking appropriate action where there is under-performance
* Regularly review own practice, set personal targets and take responsibility for own personal development and CPD

Managing the Organisation

* Work with Governors and senior colleagues to recruit staff of the highest quality, ensuring that all recruitment adheres to the relevant legislation
* Support the distribution of leadership opportunities across the school
* Allocate, control and account for those financial and material resources of the school that are under the control of the Headteacher
* Manage, monitor and review resources in order to improve the quality of education and pupil’s achievement
* Aim to ensure efficiency and secure value for money
* Ensure the school adheres to financial regulations
* Make arrangements for the security and effective supervision of the school buildings, the contents and the school grounds to ensure that it meets the needs of pupils, the curriculum and health and safety regulations

Securing Accountability

* Understand and carry out the Headteacher’s responsibilities for child protection and safeguarding
* Be accountable to the CEO, Trust Board, Local Advisory Board and Manchester Diocese
* Work closely with the chair of the LAB and secure a positive working relationship with all governors
* 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
* Develop an organisation in which staff recognise that they, along with the Headteacher and Governors are accountable for the success of the school
* Provide information to the Governing Body to enable it to meet its responsibilities
* Ensure that parents are well informed about curriculum, attainment, progress and all other relevant aspects of school life
* Work with the school bursar and COO to manage the budget in order to secure best value and adequate resources, appropriate staffing levels and well-maintained school accommodation
* Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making

Strengthening Community

* Work with the CEO to create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils
* Build a school culture and curriculum that takes account of the richness and diversity of the school’s local communities
* Create positive strategies for promoting equality of access and removing inequalities
* Continue to promote an outward-facing school which is fully committed to working in partnership with Forward As One
* Develop constructive relationships with fellow professionals
* Create and maintain an effective partnership with parents and carers to support and improve achievement and personal development
* Promote the Christian ethos of the school by developing and maintaining activities with the church and its community to strengthen the spiritual learning of pupils

Visits to the school are actively encouraged on the following date:

**Monday 29th March 2pm and 4pm**

To arrange a visit, or for more information about the role please contact Jennifer Mills: **millsj@spsd.fa1.uk**

Thank you for your interest, we look forward to meeting you.

**Closing Date: Monday 19th April 2021 – 9am**

**Interviews: Friday 30th April 2021**