



The Sycamore  
Church of England  
Trust

Grow together, Learn forever

# Headteacher

## St John's Church of England Primary School

The Sycamore Church of England Trust  
Diocese of Manchester



# Headteacher

**Salary:** LS14-LS20 £65,010 - £75,331

**Required From:** 1st January 2025

Due to the internal promotion of the current postholder, trustees are seeking to appoint an inspirational Headteacher with the passion, vision and resilience to lead the team at St John's CE Primary School. You will have high expectations and the knowledge, experience, and interpersonal skills to lead sustained improvement throughout the school, whilst being committed to enhancing our creative, stimulating, nurturing and inclusive learning environment.

This role is an exciting opportunity for an experienced leader to continue on the school's improvement journey, leading a dedicated, talented team committed to ensuring our children are placed at the centre of all decisions made, and that they receive the best quality education possible. You will also actively support the values and ethos of The Sycamore Trust.

## Our ideal candidate will have:

- Senior leadership experience and a proven track record of continuous whole school improvement
- Impressive levels of commitment, drive and resilience
- Clear focused vision to take our school forward to secure the best outcomes for the pupils
- Excellent understanding of effective strategies for raising attainment and achieving excellence
- Strong leadership, management and organisational skills and excellent inter-personal skills
- Innovative ideas to promote the school, engaging with parents, carers and the wider community

## In return we can offer:

- Supportive, well informed trustees who are dedicated to a vision of educational excellence, with commitment to your continuing professional and personal development
- Opportunities to work collaboratively with our Trust Leaders and our partner schools
- A committed, dedicated and friendly team of staff with high expectations of themselves
- Children who love learning

We believe this is a very exciting opportunity for a talented, driven individual to help progress their career.

Visits to our school are strongly encouraged and warmly welcomed. To arrange a visit to the school please contact Hazel Liu at the Trust by email - [office@thesycamoretrust.co.uk](mailto:office@thesycamoretrust.co.uk)

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service.

Application forms are available from Greater Jobs website and returnable via email to [recruitment@thesycamoretrust.co.uk](mailto:recruitment@thesycamoretrust.co.uk) by **noon on Wednesday 19th June 2024**. Shortlisting will take place week commencing 24th June. Shortlisted candidates will be invited to interview on Friday 5th July 2024.

**Employees of The Sycamore CE Trust have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.**



## Job Description

<b>Post Title</b>	Headteacher, St John's CE Primary School, Radcliffe
<b>Responsible to:</b>	Trust Leader, Trustees
<b>Responsible for:</b>	All teaching and non-teaching staff

### Core Purpose of the Role

The Headteacher is to provide the professional, moral and social leadership and management of the school. This will reflect the school's status as a church school, ensure its continued success and improvement, high quality education and personalised learning for all its pupils. It will lead to high standards and achievement in an environment which promotes the care and self-esteem of all.

The Headteacher, working with the Trust Leader, Local Governors, Trustees, and the Diocese will:

- develop a strategic view for the school in its community
- communicate compellingly the school's Christian vision and drive the strategic leadership, empowering all pupils and staff to excel.
- analyse and plan for its future needs, development, and improvement
- ensure effective management in the context of trust policies

### Key Areas of Work

#### Strategic Direction and Development of the School - Creating the Future

Duties will be varied, supporting the breadth of work undertaken by the Executive Team as needs demand.

- To work with and actively support trustees and others to create a clear, shared, and strategic vision and development plan which directs, inspires and motivates pupils, staff and all other members of the school community.
- To lead school self-evaluation to inform planning which sustains school improvement and ensures that the school continues to move forward and remain successful, benefiting all of its pupils and staff.
- To understand and optimise the school's strengths and to work positively towards raising standards in any areas identified as needing improvement.

#### Ethos

- To maintain an ethos in which individuals feel valued and where personal endeavour and responsibility are encouraged.
- Create a strong Christian ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Hold and articulate Christian values and moral purpose, focused on providing a world class education for the pupils they serve.
- To maintain high morale and to set an example of professional standards and leadership.

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- To maintain an environment where all members of the school community actively demonstrate their care and concern for everyone, with regard to school policies (equality/anti-prejudice/anti-bullying).
- To have responsibility for promoting and safeguarding the welfare of all learners.

### Leading Learning and Teaching

- To lead by example as a significant role model within the community, maintaining high moral purpose and clear values focused on providing world class education.
- To ensure the quality of teaching, learning and achievement of all pupils, to overcome disadvantage and advance equality with a strong sense of accountability in staff for the impact of teaching on pupil outcomes.
- To maintain and extend a culture and ethos which enables pupils to become confident, effective, enthusiastic, and independent learners committed to lifelong learning.
- To determine, organise and implement the curriculum and its assessment.
- To contribute to the teaching of all pupils.
- To lead effective collective assemblies across the school whilst also encouraging understanding and respect for all faiths and beliefs.

### Professional Development and Working with Others

- To demonstrate optimistic, positive relationships and attitudes towards pupils, staff, parents, trustees and local partners and members of the community.
- To maintain and develop a professional learning environment which enables others to achieve.
- To create an ethos within which all staff are motivated and supported to develop their own subject knowledge and skills.
- To ensure performance management and continuous professional development of all staff with rigorous, fair, and transparent systems and measures, addressing underperformance, supporting staff improvement and valuing excellent practice.
- To identify emerging talents, coach current and aspiring leaders, build a strong team in a climate where excellence is the standard, working towards clear succession planning.
- To work cooperatively with pupils, staff, trustees, partners, parents, and other members of the community to achieve the school's goals and objectives.

### Managing the Organisation

- To provide a safe, calm, and well-ordered environment for all pupils and staff focused on safeguarding pupils and developing exemplary behaviour within school and the wider community.
- To produce and implement improvement plans and policies for the development of the school and its facilities.
- To maintain and develop organisational structures and systems which distribute leadership and enable the school to run efficiently and effectively on a day-to-day basis.
- To monitor, evaluate and review the effects of policies, priorities, and targets of the school in practice.
- To manage the school's financial and human resources effectively and efficiently to achieve the school's goals and ensure value for money maintaining a balanced budget.

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### Securing Accountability

- To ensure that individual staff accountabilities are clearly defined, understood, and agreed and are subject to rigorous and regular review and evaluation.
- To provide information, advice, and support to the Local Academy Committee and to trustees in a meaningful and understandable way, to enable them to meet their responsibilities.
- To provide clear and suitable information about and account for the school's work and performance to a range of audiences including parents and trustees.
- To hold the position of Designated Safeguarding Lead (DSL).

### Strengthening Community through Collaboration

- To maintain an outward facing school and curriculum which takes into account the richness and diversity of the school's community.
- To build new and maintain existing links with the wider community to sustain and enrich all aspects of school life.
- To collaborate with other agencies to support the learning and well-being of pupils and their families.
- To develop partnerships with parents to support the learning and pastoral care of pupils.
- To network and share best practice with our trust schools and with other schools in Bury and beyond.

## Corporate Responsibilities

**All employees of The Sycamore CE Trust have a responsibility for, and must be committed to, safeguarding, and promoting the welfare of children and young people and for ensuring that they are protected from harm.**

In addition, we expect all employees to:

- Be aware of, support and contribute to the ethos and values of the Trust.
- Recognise your own strengths and areas of expertise and use these to support and advise others.
- Participate in training and other learning activities and performance development as required.
- Familiarise themselves with, and adhere to, all relevant Trust Policies and Procedures
- Comply with the Trust's Health and Safety requirements.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

## Additional to Note

This is an outline job description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Central Leadership Team.

Duties may be subject to periodic review, in consultation with the postholder, to reflect the changing work composition of the Trust.

<b>Person Specification</b>		
<b>Qualifications and Training</b>	<b>Essential/ Desirable</b>	<b>Assessment A/T/I</b>
Good Honours Degree	Essential	A
Qualified Teacher Status	Essential	A
Evidence of recent and relevant continuing professional development, including leadership development	Essential	AI
Recent and relevant safeguarding training	Essential	A
NPQH (or willingness to undertake in a set time frame)	Desirable	AI
Post graduate level qualification or recognised alternative	Desirable	A
<b>Relevant Experience, Knowledge and Understanding</b>		
<b>Leadership and Management</b>		
Recent experience as a successful senior leader in a primary school	Essential	AI
Proven track record in leading, monitoring and managing staff including building a successful team, delegating effectively and empowering others	Essential	AI
Evidence of creating an ethos within which all staff are motivated and supported to develop their own skills and knowledge	Essential	ATI
Experience of managing HR issues, including staff appointments, capability, and discipline	Essential	AI
Demonstrable understanding of and commitment to, addressing workload issues for staff in order to promote recruitment, retention, and wellbeing	Essential	AI
<b>Christian Values and Beliefs</b>		
A commitment to continue to embed and develop Christian ethos and values	Essential	ATI

A person who understands the distinctive and inclusive nature of our Church Schools and their role in the community	Essential	ATI
Experience of a SIAMs inspection at leadership level	Desirable	AI
<b>Quality of Education</b>		
Proven experience of securing excellent teaching through an analytical understanding of how pupils learn and the core features of successful classroom practice.	Essential	AI
Proven experience of curriculum design, alongside an understanding of current issues relating to this	Essential	AI
Proven track record in raising pupil attainment and progress across the whole school	Essential	AI
Evidence of setting ambitious standards for all pupils, overcoming disadvantage, and advancing equality and inclusion	Essential	AI
Proven experience of leading effective school improvement, including the review/analysis of key indicators such as pupil outcomes data, planning and implementing sustained change at whole school level	Essential	AI
In-depth knowledge and understanding of the wider educational agenda including current national policies and educational issues	Essential	AI
<b>Pupil Wellbeing</b>		
Proven experience of positive behaviour management, developing a pupil focussed, inclusive and effective learning environment so that behaviour and attendance are excellent	Essential	AI
<b>Corporate Function</b>		
A commitment to developing an outward facing approach, working with other schools, agencies, and organisations, in order to share best practice and secure excellent outcomes for all pupils	Essential	AI
To link and work collaboratively with Parish Churches.	Essential	AI

## Stakeholder Management and Engagement

Ability to communicate the school's ethos, vision, and priorities to all stakeholders	Essential	AI
Commitment to strong Governance and to working collaboratively with the trustees and the local academy committee enabling them to deliver their functions effectively	Essential	AI
A commitment to developing an outward facing approach, working with our trust schools, other schools, agencies, and organisations, in order to share best practice and secure excellent outcomes for all pupils	Essential	AI

## Professional Skills and Personal Qualities

Effective interpersonal and communication skills appropriate to audience	Essential	AI
Work well in challenging situations and be able to prioritise work to meet deadlines	Essential	AI
Proven ability to think creatively to anticipate and identify problems/needs and construct solutions	Essential	AI
Be a visible, high profile, positive role model with an optimistic professional approach that inspires excellence, and the confidence, trust and respect of the school and wider community	Essential	