

Job Description

Headteacher

Cidari Multi Academy Trust
St Luke and St Philip's Church of England Primary Academy
Salary: Leadership L15-L19
Reporting to: CEO
Deployed by: CEO

Prepared by:	Laura Wright-Dixon	Approved by:	Peter Ashworth
Prepared on:	17/03/2026	Approved on:	18/03/2026
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	Cidari Primary Academies
Reviewed on:	17/03/2026	Applicable Terms	STPCD & Burgundy Book

This job description reflects the **Headteachers' Standards (2020)**. These standards are built upon The Teaching Standards (2012), which apply to all teachers, including Headteachers.

The appointment is subject to the current conditions of employment of Headteachers within Cidari, contained in the **School Teachers' Pay and Conditions** document and other current educational and employment legislation, including that of the Department for Education. In carrying out their duties, the Headteacher shall consult, where appropriate, with the Trust, Local Authority, the Diocesan Authority, the Local Governing Committee, the staff of the school, its pupils and the parents of its pupils.

A. The Core Purpose of the Headteacher

Reporting to the Chief Executive, the core purpose of the Headteacher is to provide professional leadership and management for St Luke and St Philip's Church of England Primary Academy. The Headteacher will ensure the school is guided by a clear and distinctive Christian vision and ethos, rooted in the school's commitment to nurturing excellence, embracing diversity, opening minds and developing talents within a caring community founded on Christian values.

The Headteacher will ensure that the school operates in line with the objectives, ethos and values of Cidari Multi Academy Trust, further strengthening the school's Christian character and securing high standards across all areas of school life. This includes leading high quality teaching and learning, curriculum development and inclusive practice so that every pupil is supported to achieve their full potential academically, socially, spiritually and emotionally.

As the leading professional within the school, the Headteacher will be accountable to the Trust through the Chief Executive and will provide clear vision, strategic direction and inspirational leadership. The Headteacher will ensure the school is managed effectively to meet its aims, priorities and performance targets. Working collaboratively with staff, governors, the Trust and wider stakeholders, the Headteacher will evaluate the school's performance, identify priorities for continuous improvement and implement well-planned strategies that lead to sustained progress and positive outcomes for pupils.

The Headteacher will ensure that high quality collective worship and Religious Education, consistent with the teachings and expectations of the Church of England, remain central to the life of the school. They will actively promote and strengthen the strong links between the school, the parish and the Diocese, ensuring that the Christian distinctiveness of St Luke and St Philip's is evident in daily practice and strategic development.

Chief Executive: Peter Ashworth

Cidari Education Limited trading as Cidari Multi Academy Trust (08822760)





The Headteacher will build strong and effective partnerships with parents and carers, the local church, the Diocese, community organisations and external agencies, including other schools, nurseries and the Local Authority. Through these partnerships, the Headteacher will contribute to raising standards, supporting families and enhancing the school's role as a valued and inclusive learning community.

Drawing on the support of the school community and the wider Trust, the Headteacher will create and sustain a safe, engaging and inclusive learning environment where pupils feel valued, confident and motivated to succeed. As an ambassador for Cidari, the Headteacher will work proactively and collaboratively across the Trust, sharing best practice, supporting colleagues and contributing to the Trust's wider strategic priorities and commitment to school improvement.

B. Headteacher Standards

1. School culture

Headteachers:

- establish and sustain the school's Christian ethos and strategic direction in partnership with the Trust, Diocese, and through consultation with the school community.
- create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships based on biblical values across the school community and a safe, orderly and inclusive environment
- ensure the culture of the school reflects and promotes the values, vision and mission of the Trust
- ensure a culture of high staff professionalism

2. Teaching

Headteachers:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment
- ensure that the teaching of Religious Education is high quality and consistent with the teachings of the Church of England

3. Curriculum and assessment

Headteachers:



- ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- ensure that a high quality enquiry-based Religious Education curriculum is used, which is consistent with Church of England teaching
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise, with access to professional networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

4. Behaviour

Headteachers:

- drawing on the Christian vision of the school, establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school, model and teach the behaviour of a good citizen, according to Christian values

5. Additional and special educational needs and disabilities

Headteachers:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

6. Professional development

Headteachers:



- work with the Trust to ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning
- ensure that professional development opportunities are provided that enable a deeper understanding and effective development of the Christian ethos, worship and Religious Education in the school, including drawing on expert provision at National Church and Diocesan level

7. Organisational management

Headteachers:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- through delegated responsibility, supported by the trust, ensure financial resources are prioritised and allocated appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- ensure staff are deployed and managed well, with due attention paid to workload and wellbeing
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- ensure compliance across their school with all Trust policies, systems and processes
- work closely with the Trust to ensure rigorous approaches to identifying, managing and mitigating risk including responsibilities under Good Estates Management for Schools (GEMS) and Cyber Security.

8. Continuous school improvement

Headteachers:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness as a church school and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- make use of pan-Trust resources and opportunities to develop and adapt high quality approaches to school improvement
- ensure careful and effective implementation of improvement strategies which lead to sustained school improvement over time, including improving performance against the SIAMS criteria



9. Working in partnership

Headteachers:

- forge constructive relationships beyond the school, working in partnership with parents, carers, the church and the local community
- commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across the Trust, Diocesan Authority and across other public services to improve educational outcomes for all pupils

10. Governance and accountability

Headteachers:

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- establish and sustain professional working relationships with those responsible for governance
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

The applicant will be required to safeguard and promote the welfare of children and young people. The Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to the post of Headteacher