



St Matthews C of E Nursery and Primary School

Head Teacher Job Description

The Governors of St Matthew's Primary school seek to appoint a head teacher with vision and proven leadership skills to take forward this successful, growing school. They seek to appoint someone who will:

- Provide dynamic and professional leadership within the context of the Christian ethos of the school, supporting the Christian distinctiveness of the school by word and example
- Have a clear vision for the school that will ensure its continued success and growth
- Lead the school forward into the next cycle of Ofsted and SIAMS inspections; promoting high academic standards and ensuring inclusivity in learning for all, seeking to remove barriers to learning where they exist
- Build positive relationships with staff, pupils, governors and families to ensure all feel valued and diversity is celebrated
- Train and retain, motivate and inspire staff, including regular feedback, development opportunities, empowerment and performance management in line with current HR practice, to ensure staff wellbeing and an appropriate life-work balance
- Maintain positive relationships with the SDBE, Merton, St Matthew's Church, and the local community; and sustain the school's desire to be a good "Global Neighbour"
- Work closely with all stakeholders, local partners and outside agencies
- Manage the school's resources effectively, appreciating the particular challenges facing a single-form entry school
- Create an inclusive culture which enables all pupils to experience a positive and enriching school life in which they may grow academically, socially and spiritually
- Ensure that the staffing structure supports optimum pupil learning within an agreed budget
- Maintain high standards of pupil behaviour and attitudes to learning
- Ensure the protection and safety of pupils and staff as Senior DSL, implementing effective approaches to safeguarding and safer recruitment
- Take the lead on Collective Worship and, together with the Vicar of St Matthew's Church, develop a culture of collaboration in this area amongst the staff
- Carry out the duties set out in the School Teachers' Pay and Conditions Document and with regard to the Headteacher Standards 2020

This job description is not exhaustive and should be read in conjunction with the range of duties and responsibilities of Headteachers as set out in the Teacher's Pay and the National Standards of Excellence for Head Teachers (2020):

<https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020>