



The LETTA Trust Headteacher Job Description

Stebon Primary School

School group: 5

Salary grade: leadership pay spine L25 to L29

Contract type: full-time permanent

Responsible to: CEO

Responsible for: DHT, AHTs and Office Manager

Purpose:

To be a strategic leader and figurehead who is a champion for children and their families, rooted in the community, and driven by the Trust's commitment to combating social inequality. A leader who enjoys developing others, collaborating with peers and contributing widely to the success of the Trust as a whole.

Core responsibilities

1. Uphold the LETTA Trust's mission, vision and values and ensure a high-quality education for pupils across the Trust
2. Establish and sustain the school's ethos and strategic direction in consultation with the school community, alongside the Local Governing Board and in line with the LETTA Trust's mission, vision and strategic plans
3. Maintain and develop the quality of education, conduct and personal development at the school
4. Oversee effective school improvement, including the professional development of all staff members
5. Implement systems, processes and policies so the school runs smoothly, including for financial management, health and safety and HR
6. Maintain a vigilant safeguarding culture at the school

Duties and responsibilities

The quality of education

1. Uphold ambitious educational standards so that all pupils are well-prepared for the next phase of education and life

Teaching

1. Establish and sustain high-quality evidence-informed teaching across all subjects and phases
2. Ensure teaching is underpinned by subject knowledge and an understanding of how pupils learn
3. Ensure the teaching of a broad, structured and coherent curriculum
4. Having regard to other duties, participate in the teaching of pupils at the school as appropriate

Curriculum and assessment

1. Implement, review and develop an ambitious curriculum to ensure breadth and balance for all pupils, including disadvantaged pupils and those with special education needs and/or disabilities
2. Ensure the use of evidence-informed approaches to reading so that all pupils learn to read
3. Put in place effective curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
4. Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum, including formative assessment
5. Implement, monitor and develop systems for monitoring and improving pupils' achievement

Additional and special educational needs and disabilities (SEND)

1. Promote a culture and practice that enables all pupils to access the curriculum
2. Have ambitious expectations for all pupils with SEND
3. Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
4. Ensure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Pupil behaviour and personal development

1. Create a culture where pupils experience a positive and enriching school life
2. Use consistent and fair approaches to managing behaviour, in line with the school's policy
3. Implement, monitor and review practice that leads to high standards of behaviour
4. Ensure that the policy and routines that encourage high standards of behaviour are understood by staff and pupils and are modelled by all adults in school

Leading and managing staff

1. Lead, motivate, deploy and manage staff effectively and with due attention to workload
2. Develop a culture of staff professionalism
3. Propose an appropriate staff structure and define staff tasks and responsibilities
4. Oversee the recruitment of new staff
5. Ensure staff have access to appropriate, high-quality professional development opportunities, including effective line management and performance management

Safeguarding and health and safety

1. Ensure rigorous approaches to identifying, managing and mitigating risk
2. Take responsibility for addressing and reporting Safeguarding issues as they arise in school in line with Trust and school policies
3. Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of the duty of care
4. Raise awareness of Health and Safety risks amongst staff and ensure compliance with policies and legislation
5. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions

Finance, resources and premises

1. Take responsibility for the management of the school budget in line with the Financial Code of Practice
2. Determine short, medium and long-term priorities for spending linked to school improvement priorities
3. Ensure the development, maintenance, security and safety of school buildings, grounds and equipment

Civic duty and community relationships

1. Establish and maintain links with businesses, community organisations, external agencies and the media
2. Represent the school to other groups and the local community
3. Encourage the involvement of parents in the life and work of the school
4. Promote links with other local schools, including schools in the Trust and other informal school partners

Governance and accountability

1. Play an active role in the strategic leadership of the LETTA Trust, including through the LETTA Headteachers' group
2. Work closely with the Local Governing Board to improve the quality of education at the school
3. Work closely with the CEO to ensure a high standard of education at the school
4. Ensure that staff understand their professional responsibilities and are held to account
5. Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

General requirements

1. Show commitment to the Trust, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
2. Maintain awareness of and comply with all relevant LETTA Trust and school policies, particularly those relating to Safeguarding, Health and Safety and Confidentiality
3. On behalf of the Trust, implement all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities
4. Undertake any professional duties commensurate with the grade of the post

Managing own performance and development

1. Participate fully in the Trust's performance management cycle and seek training and continuing professional development to meet needs
2. Keep up to date with developments in education and share the knowledge and ideas gained with colleagues
3. Demonstrate resilience and resourcefulness
4. Think creatively to anticipate and solve problems and identify opportunities

Notes

1. The Headteacher will carry out his or her professional duties in accordance with and subject to the National Conditions of Employment for Headteachers and the School Government Regulations
2. This job description is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out
3. The job description may be amended at any time in consultation with the post holder

Staff member signature:

Date:

Line manager signature:

Date: