



Headteacher Job Description

School: Stratton CofE Primary School, Cirencester, GL7 2NG

Role: Headteacher

Contract: Full time (Permanent)

Salary: Leadership Scale (L10-L16)

Responsible to: The Governing Board

Main Purpose of the Role

To inspire the school team, enabling children to unlock their potential for lifelong learning, through a values-based approach to strategic leadership and management, ensuring the highest quality of education, safeguarding, and well-being for all pupils with a well-motivated and respected staff.

Key Responsibilities

Vision and Values

The headteacher will have a warm, visible and approachable leadership style and demonstrate a clear moral purpose that gives:

- Confidence in a personal commitment to our values
- A clear, ambitious vision that the whole school community can own and be proud of
- A sense of purpose and direction to support our values and deliver this vision

The headteacher will have a personal style that:

- Reflects Stratton's ethos of kindness, compassion and respect.
- Shows high levels of drive and accountability for achieving the very best outcomes for all.
- Is deeply inclusive, open and honest, fostering trust and transparency

Leadership and Management

Outcomes for pupils

The key to success in this role will be determined by the outcomes for pupils:

- There will be a culture in which every pupil is supported to achieve their individual potential, feels valued, takes responsibility and is well prepared for the next stage of learning
- Decisions will be clear, values-led, and in the best interests of children, even when these may be challenging.

Leadership

Leadership in this role will require the headteacher to:

- Embody and promote the school's vision and Christian values
- Work openly and constructively with governors as strategic partners in the school's development, leading and delivering sustained school improvement
- Lead, inspire, and develop all staff, creating a culture where they feel supported, trusted and empowered to show initiative, be innovative and grow professionally
- Support staff, promoting well-being across the school.
- Maintain strong organisational skills, managing competing priorities calmly and efficiently to ensure smooth day-to-day operations.
- Manage the school's finances effectively and transparently, demonstrating sound financial literacy and value for money.

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Teaching

The headteacher will:

- Establish and sustain high quality teaching across all subjects and classes built on evidence informed understanding of effective teaching and how pupils learn.
- Ensure teaching is underpinned by high levels of expertise.

Learning Environment

The headteacher will ensure success in this role by creating a learning environment that:

- Promotes high standards of behaviour and attitude
- Delivers high-quality teaching and learning, with a broad, balanced and ambitious curriculum.
- Ensures that robust and effective SEND provision is developed, embedded, and regularly reviewed.
- Ensures every child feels known, valued and able to succeed in their own way responding to their individual needs with insight and care.

Curriculum and Assessment

The headteacher will:

- Be open to new curriculum ideas, respecting the professional commitment of staff to the creation of personalised learning opportunities for all pupils
- Support research-based curriculum development using evidence to inform decision making and school improvement
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

Behaviour

The headteacher will:

- Establish and sustain high expectations of behaviour for all pupils built on positive relationships, rules and routines
- Implement consistent, fair and respectful approaches to managing behaviour
- Ensure that adults within the school model and teach the behaviour of a good citizen.

Community and partnership

The headteacher will be a genuinely inclusive leader who values diversity and equity and is able to:

- Lead Collective Worship authentically and inspirationally
- Engage clearly, warmly and effectively with parents, carers, and professionals
- Build and sustain strong relationships with a wide range of local partners for the benefit of the school, its students and the community.
- Continue the school's active involvement with St. Peter's Church and to foster relationship with Leaders of other faiths in our community
- Handle challenge and concern with professionalism, empathy, and clear process.
- Build a strong school community and adding value beyond the classroom.

Inclusivity

The headteacher will:

- Ensure the school holds ambitious expectations for all pupils with additional and special education needs and disabilities
- Establish and sustain culture and practices that enable pupils to access the curriculum to learn effectively.
- Ensure the school fulfils its statutory duties regarding the SEND code of practice

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Safeguarding and Compliance

The headteacher will demonstrate an absolute, unwavering commitment to safeguarding and child protection by:

- Ensuring full compliance with Keeping Children Safe in Education (KCSIE) and all relevant legislation and guidance.
- Leading on school policies and procedures to safeguard and promote the welfare of all pupils.
- Creating a strong and robust culture of safeguarding, where low-level concerns are shared freely, where all adults understand their responsibilities and children have confidence in the support they will receive.

Governance and Accountability

The headteacher will:

- Understand and welcome the role of effective governance
- Establish and sustain a professional working relationship 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