



**Sulhamstead and Ufton Nervet CE (VA) Primary School**  
Church Lane, Ufton Nervet, Berkshire, RG7 4HH  
Tel No: 0118 983 2223

## **HEADTEACHER JOB DESCRIPTION**

**School:** Sulhamstead and Ufton Nervet CE (VA) Primary School

**Job Title:** Headteacher

**Accountable to:** The Governing Board

The Headteacher will provide professional leadership for this successful Church school, working closely with the Governing Board to ensure its continued success and improvement, while maintaining an environment for teaching and learning that empowers both staff and pupils to achieve their potential. The Headteacher will be expected to work within the National Standards of Excellence for Headteachers (2015).

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### **Primary Tasks**

#### **1. Strategic Direction and Development of the School**

*In order to lead the school into its next phase of development, the Headteacher will:*

- Work with the Governing Board to develop a strategic vision for the school in planning its future needs
- Inspire and motivate pupils, staff, governors, and parents
- Shape and implement the School Development Plan through continuous improvement
- Work to raise the profile of the school to attract more pupils
- Work closely with the Governing Board, staff, Diocese, parents, LA and local community
- Create an environment where every child feels included, cared for and secure

#### **2. Teaching and Learning**

*In order to maintain and further improve the high quality teaching and learning this school prioritises to ensure pupils' achievement, the Headteacher will:*

- Lead by example to improve and develop teaching within the school
- Ensure an environment which promotes outstanding teaching, learning, and high standards of achievement set out in the professional development framework
- Monitor, evaluate and review the quality of teaching and learning to improve the outcome for every child
- Monitor the impact of SEND interventions, including outside agencies, to ensure all pupils are well supported and make excellent progress
- Review and react to data to enable tracking of pupil progress and the implementation of appropriate teaching strategies
- Implement and monitor the curriculum to ensure that it meets statutory requirements and fulfils the needs of our pupils
- Lead regular, meaningful collective Christian worship for the school community alongside staff and the local parish church Rector
- Teach as required by agreement with governors

### 3. Leadership and Management

*The role of the Headteacher is one of leadership. A high level of achievement will come through a culture of challenge, motivation, influence and support. To this end, the Headteacher will:*

- Encourage all staff to proactively engage in continuous professional development
- Ensure that the Governing Board's performance management policy is implemented, while providing appropriate guidance, support and training to all staff
- Promote an open, fair, honest and respectful environment, underpinned by the Christian ethos and chosen values of the school
- Regularly review their own effectiveness
- Effectively delegate tasks and responsibilities amongst the staff as appropriate, to ensure clear prioritisation of own workload
- Ensure effective management of the school budget, in collaboration with the Governing Board
- Comply with statutory regulations and requirements
- Ensure that school buildings, contents and grounds are safe, secure, and used to their full potential

### 4. Accountability

*In recognising their responsibilities and accountabilities to all the stakeholders of SUN School, the Headteacher will:*

- Be responsible for safeguarding at all levels
- Maintain a working relationship with the LA, Diocese and other relevant parties
- Use self-evaluation to ensure the demands of Ofsted and SIAMS are met
- Have full reporting responsibility to the Governing Board
- Ensure that parents/carers are well-informed about the curriculum, progress and wellbeing of their children
- Carry out duties which may reasonably be required by the Governing Board

### 5. Strengthening the Community

*Working to develop positive working relationships to further embed SUN School within the heart of the community, the Headteacher will:*

- Continuously develop and strengthen the partnership between our school and our parish church, St. Mary Sulhamstead Abbots, and the Parish Councils
- Listen to and value the ideas of our children through the School Council
- Create strong links with parents/carers, communicating well to ensure that they always feel heard and understood
- Collaborate with 'Friends of SUN' (school PTA)
- Form relationships and work with local primary and secondary schools

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**Please note: this Governing Board, Diocese, Local Authority and Headteacher working with children and young people all have a responsibility for safeguarding and promoting their welfare. The successful candidate will be required to undergo an Enhanced Disclosure from the Criminal Records Bureau.**

The Headteacher is accountable to the Governors for the standards achieved, and the conduct, management and administration of the school, subject to any policies which the Department for Children, Families and Services and the Governors may make.

The job description is subject to annual review.

## PERSON SPECIFICATION

<b>Qualifications</b>	<b>Essential/Desirable</b>
Qualified Teacher Status	E
Evidence of personal development, in aspects listed in Job Description	E
Safer recruitment training	D
<b>Experience in Teaching and Leading</b>	<b>Essential/Desirable</b>
Headteacher/Deputy Head or equivalent Senior Leadership role	E
Teaching across and/or knowledge of all Primary Key Stages, including Early Years Foundation	E
Familiarity with curriculum development, monitoring and assessment	E
Experience of raising pupil attainment through rigorous analysis and tracking	E
Previous experience working closely with colleagues, governors and parents in developing the school's ethos, values and objectives	D
<b>Organisational and Management Skills</b>	<b>Essential/Desirable</b>
Focused on getting the best from pupils of all abilities and needs	E
Committed to the promotion of pupils' spiritual, social, moral and cultural development	E
Keen to develop the skills and strengths of colleagues	E
Willing to develop the school's strong Christian ethos	E
Eager to build an effective team through supportive and inspirational leadership	E
Experienced in school budget management	D
Comfortable with the use and management of the school's IT platform, including its mechanisms for home learning	D
Ready to be involved in extra-curricular activities	D
<b>Professional Understanding</b>	<b>Essential/Desirable</b>
Commitment to the requirements of safeguarding children and young people	E
Commitment to and promotion of personal and staff work-life balance	E
Knowledge of Voluntary Aided schools and the role of their Governors	D