

# Job Description and Person Specification

**Job title:** Headteacher

**School:** Thatcham Park C of E Primary and Nursery School

**Salary grade:** Group 3, L18– L24

**Work location:** Park Avenue, Thatcham, RG18 4NP

**Reports to:** Governing Board

**Supervises:** Deputy Head Teacher, Assistant Headteacher, School Business Manager and admin staff, Teaching staff.



## JOB PURPOSE

The Headteacher will provide inspirational, ethical and strategic leadership to Thatcham Park C of E Primary and Nursery School, ensuring that all pupils and adults flourish academically, personally and spiritually. The postholder will lead the school in a manner that fully meets the Headteacher Standards (2020), secures strong outcomes across all Ofsted EIF (November 2025) evaluation areas, and embodies the expectations of the SIAMS Inspection Framework, ensuring that the school's Christian vision is lived out and has a demonstrable impact on daily practice and long-term improvement.

This job falls within the definition of regulated activity and therefore would be subject to an Enhanced DBS with barred list check.

## MAIN DUTIES AND RESPONSIBILITIES

### Core responsibilities:

#### 1. Christian Vision Ethos and Strategic Direction

- Lead, articulate and sustain a clear Christian vision, rooted in theological understanding, that shapes the school's culture, curriculum and decision-making.
- Ensure the vision promotes dignity, justice, hope and wisdom, enabling pupils and adults to flourish.
- Translate the vision into a coherent and ambitious school improvement strategy, informed by robust self-evaluation and evidence of impact.

#### 2. Leadership of Curriculum, Teaching and Achievement

- Ensure a well-designed, ambitious and inclusive curriculum from Nursery to Year 6 that meets statutory requirements and reflects the school's context and Christian vision.
- Secure consistently high-quality teaching through effective monitoring, professional development and support.
- Ensure pupils achieve well across all subjects, including Religious Education, with a particular focus on disadvantaged pupils and those with SEND.
- Ensure assessment data is used intelligently to inform teaching and demonstrate curriculum impact.

#### 3. Developing Staff and Leadership Capacity

- Build leadership capacity at all levels through coaching, mentoring and distributed leadership.
- Create a culture of professional learning, reflection and continuous improvement.

## MAIN DUTIES AND RESPONSIBILITIES

- Promote staff wellbeing, retention and morale, ensuring accountability is fair, supportive and transparent.
- Model ethical, reflective and evidence-informed leadership

### 4. Inclusion, Behaviour, Attendance and Routines

- Champion inclusion as a core leadership responsibility, ensuring that barriers to learning are identified early and addressed effectively.
- Ensure high expectations for behaviour, attendance and routines, creating a calm, safe and purposeful learning environment.
- Ensure policies and practice reflect equality, diversity and respect for all, in line with statutory duties and the school's Christian vision.

### 5. Personal Development, Spirituality and Well-Being

- Promote pupils' spiritual, moral, social and cultural development through the curriculum and wider school life.
- Ensure opportunities for reflection, service, leadership and character development are intentionally planned.
- Support staff to recognise, nurture and value spiritual development confidently and appropriately.

### 6. Collective Worship

- Ensure collective worship is inclusive, invitational and inspirational, reflecting Anglican tradition while respecting diversity.
- Monitor and evaluate worship for its impact on pupils' understanding of the Christian vision and their spiritual growth.
- Work effectively with clergy, staff and governors to sustain high-quality worship

### 7. Safeguarding and Pupil Welfare

- Ensure safeguarding is effective, robust and fully embedded in the school's culture.
- Maintain clear systems for child protection, early help and multi-agency working.
- Ensure all staff and governors understand and fulfil their safeguarding responsibilities.

### 8. Governance, Accountability and Community Engagement

- Work in close partnership with the Governing Board to ensure effective, vision-led governance.
- Provide governors with clear, accurate information to enable effective challenge and support.
- Foster strong relationships with parents, carers, the local church, the diocese and external partners.
- Act as the school's ambassador within the wider community

### 9. Operational, Financial and Organisational Leadership

- Ensure the effective, ethical and sustainable use of financial and physical resources.
- Lead workforce planning, performance management and risk assessment.
- Ensure compliance with statutory, regulatory and diocesan requirements

Person specification	Essential (E) or Desirable (D)
<b>Qualifications &amp; Professional Status</b>	
Qualified Teacher Status (QTS)	E
Relevant leadership qualification (e.g. NPQH or equivalent)	D
Evidence of continuous professional development	E
<b>Leadership Experience &amp; Impact</b>	
Successful senior leadership experience in a school	E
Proven impact on school improvement and outcomes	E
Experience of leading across Early Years and Primary	D
Experience of leading in a church school	D
<b>Vision, Values &amp; Christian Ethos</b>	
Ability to articulate and lead a clear, values-driven vision	E
Understanding of Christian vision and flourishing	E
Commitment to dignity, justice, inclusion and hope	E
<b>Curriculum, Teaching &amp; Achievement</b>	
Secure understanding of curriculum design and sequencing	E
Ability to evaluate teaching quality and impact	E
Experience of leading Religious Education	D
Track record of improving outcomes for vulnerable groups	E
<b>Inclusion, Behaviour &amp; Attendance</b>	
Strong commitment to inclusive practice	E
Experience of improving behaviour and attendance	E
Knowledge of SEND and statutory duties	E
<b>Personal Development &amp; Well-Being</b>	
Understanding of pupils' spiritual, moral, social and cultural development	E
Commitment to pupil and staff wellbeing	E
Ability to promote character, leadership and service	D
<b>Safeguarding</b>	
Secure knowledge of safeguarding responsibilities	E
Experience of leading safeguarding culture and systems	E
<b>Governance, Accountability &amp; Partnership</b>	
Experience of working effectively with governors	E
Ability to provide clear information for challenge and support	E
Experience of working with church, diocese or external partners	D
<b>Operational &amp; Financial Leadership</b>	
Experience of managing resources and budgets	E
Workforce planning and performance management experience	E
<b>Personal Qualities</b>	
Ethical, reflective and resilient leadership style	E
Strong communication and interpersonal skills	E
Commitment to professional integrity and continuous improvement	E

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