

Job Description.

The Post: Headteacher, full-time School
The Meadows Primary School

Closing date of application: Friday 21 February 2025

Description of Post:

The statutory conditions of the post are as laid down in the School Teachers' Pay and Conditions Document. The following details summarise the major tasks expected of the Head of the school. Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out.

The postholder may be required to do other duties appropriate to the level of the role.

Responsible to:

The Governing Body of The Meadows Primary School.

Reporting to:

The Chair of Governors

Job Purpose:

The role of the Headteacher is to provide strategic and professional leadership to this school. The Headteacher will develop a vision and ethos which is shared by the whole school and secures its values and high-quality education for all its pupils.

The Headteacher will also effectively and efficiently manage the resources to create an environment where pupils and staff can achieve their full potential.

Key responsibilities of the Headteacher:

- Establish and articulate a strategic vision, aims and objectives of the school in collaboration with the staff and governing body
- Maintain and develop the school's ethos and values
- To lead the development of teaching and learning within the school
- Lead the development of the school through effective planning, communication and implementation of improvement strategies, resulting in high quality provision for pupils
- Create policies for the monitoring and evaluation of the success of the school, with an ability to search and gather evidence

- Organise the appointment of staff, establish professional development for teaching and non-teaching members of staff and to define and monitor roles and responsibilities across the school
- Monitor and maintain all aspects of the school budget and financial management
- Keep up to date with developments in education and have knowledge of education systems locally and nationally
- Develop and deepen links and communications between the school, its networks and the community that it serves
- Represent the school in the outside world professionally, including the promotion of the school's vision, intention and impact.
- Prepare the school for inspection by OFSTED and aim for improvement in all areas

Safeguarding:

The successful candidate will be expected to carry out the role of Designated Safeguarding Lead guided by two important principles. First, following The Children Act 1989, the principle that the welfare of the child should be paramount. Second, the principle that confidentiality should be respected as far as possible (without compromising the first principle).

The Designated Lead must be familiar with all the key documents relating to this role and will be confident in procedures involving the referral of individual cases of suspected abuse to the relevant Local Authority (LA) Children Services area (following SSP guidelines) and to liaise with them and other agencies on individual cases and on general issues relating to Child Protection.

They will also be willing to undertake "Prevent" awareness training and lead on this within the school and must assume responsibility for organising training on all aspects of Child Protection within school and to act as a school-based resource on Child Protection issues for staff.

The post is subject to:

- The terms and conditions for teachers as set out in the School Teachers' Pay and Conditions Act 1991 and any orders made under it;
- The other terms and conditions set out in the various national collective agreements in force from time to time;
- The Local Authority's Rules and Conditions including any local agreement entered into with recognised trade unions;
- Statutory regulations regarding the governance and management of

schools as prescribed in the Schools Standards and Framework Act;

- The conditions set out in the Job Description and in the letter of appointment.

The Meadows Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check and references.

Salary and Pension

The salary for this post is £65,286 to £75,675 per annum, subject to negotiation. The salary of the successful candidate will be determined in accordance with the Schools Leadership Pay Policy and will be dependent upon experience and confirmed once an offer is made. Details about the Teachers' Scheme may be obtained from Teachers' Pensions www.teacherspensions.co.uk. Unless notification to the contrary is given it will be assumed that as a full-time employee the successful candidate will contribute to the Teachers' Scheme.

Equal Opportunities

Shropshire Council is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.