

JOB DESCRIPTION

Job Title	Primary Headteacher
Salary	Leadership Scale
Conditions of service	STPCD
Responsible to:	National Director of Primary Education

Statement of Purpose

The Headteacher will formulate the aims and objectives of the school and provide overall strategic leadership. The Headteacher will manage the staff and resources of the school, monitoring progress towards the achievement of the school's aims and objectives.

The Headteacher will:

- Provide leadership and management which enables the school to give every pupil high quality education, and which promotes the highest possible standards of achievement.
- Secure the long-term success of the school by maximising potential through the skills and resources available.
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.
- Collaborate with other schools/academies within the SET family as directed by the National Director.

Shaping the future

The Headteacher will:

- Create and communicate a shared vision, ethos and strategic plan for the school that inspires and motivates all stakeholders and reflects the needs of the primary academy and its community.
- Translate the Trust vision into clear objectives that promote and sustain school improvement.
- Initiate and build the capacity for change.
- Develop and implement robust systems in key areas including short- medium- and long-term strategies that provide improvement, sustainability and capacity building.
- Empower, develop and maintain strategic leadership capacity to support succession planning and meet the needs of the school.
- Ensure the school moves forward for the benefit of all pupils in the school and their communities.
- Motivate and inspire all stakeholders to create a strong, shared culture of primary learning within an inclusive environment. Lead highly effective learning and teaching.

- Set high expectations and stretching targets, monitoring effectiveness and evaluating learning outcomes for all pupils.
- Ensure a partnership-wide focus on pupil achievement, using data and benchmarks to monitor progress in every child's learning.
- Establish creative, effective approaches to learning and teaching which are responsive to the needs of the pupil community.
- Ensure a culture that supports and facilitates pupil engagement in, and ownership of, their own learning.
- Implement strategies and processes to improve the quality of teaching and learning across the school to ensure it is consistently strong enough to raise standards and ensure that strong progress is made.

Leading Learning and Teaching

The Headteacher will:

- Ensure a holistic focus on pupil achievement, using data and benchmarks to monitor progress in every child's learning.
- Model entrepreneurial and innovative approaches to school improvement and leadership.
- Establish creative, effective approaches to learning and teaching which are responsive to the needs of the pupil community and the school.
- Drive and ensure a culture which supports and facilitates pupil engagement in, and ownership of, their own learning.
- Implement strategies to improve the quality of teaching and learning across the school, ensuring that it is conducive to the achievement of high standards.
- Establish creative, responsive and effective approaches to learning and teaching.
- Set high expectations and set appropriately stretching targets for the school in order to improve the delivery of teaching and learning.
- Monitor, evaluate and review school practices and promote improvement strategies.
- Review and improve colleague/staff performance at all levels utilising appropriate policies, procedures and effective leadership models.
- Review and implement behaviour models in the academy to ensure that every child is able to learn and achieve beyond their expectation.

Developing Self and Others

The Headteacher will:

- Develop a positive ethos that celebrates the achievement of all and fosters a culture of continuous improvement.
- Build a collaborative learning culture in the school utilising the partnership of the Trust.
- Actively engage with others to build effective learning communities and partnerships.
- Ensure effective planning, co-ordination, support and evaluation, ensuring clear delegation of tasks and devolution of responsibilities.
- Develop and maintain effective strategies and procedures for the induction, professional development and performance review and management of all staff.

- Set high expectations for all, manage and deal with underperformance and robustly address any unacceptable practice or attitudes.
- Act as a role model for the highest professional standards and behaviours.
- Self-evaluate, set personal targets and take responsibility for their own personal professional development.
- Ensure both self and others achieve an appropriate work/life balance.
- Ensure the performance management of staff reflects the Trust's aims and objectives.

Managing the Organisation

The Headteacher will:

- Ensure the school and its resources are organised and managed to provide an efficient, effective and safe learning environment.
- Recruit, retain and deploy staff efficiently and effectively and in accordance with legal requirements.
- Ensure the leadership team is empowered and able to support and deliver the smooth operation and high quality teaching in the school.
- Ensure all of the school resources are deployed to achieve value for money whilst enhancing teaching and learning.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Manage and optimise the use of financial and human resources to achieve the Trust's and school's educational goals and priorities.
- Ensure the range, quality and use of resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Lead and role model the Trust values across the school, delivering outstanding leadership whilst displaying respect and integrity in daily interactions.

Securing Accountability

The Headteacher will:

- Develop effective working relationships within the school and with the Trust National Directors, Academy Council and other relevant bodies.
- Be legally and contractually accountable to the Chief Executive Officer and Trust Board for the school, its environment and all its work. The Headteacher will be responsible for the school and work with all parties to meet required responsibilities.
- Develop an ethos across the school that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to careful and regular review and evaluation through performance management.
- Develop and present an accurate account of the school's performance to a range of audiences including the National Director, Academy Council, parents and carers, Children and Ofsted.

Strengthening Community

The Headteacher will:

- Embed positive and purposeful relationships across and beyond the school that benefit children, families and local communities.
- Co-operate and work with relevant agencies and partners to ensure the well-being of children in line with statutory requirements.
- Ensure that positive learning experiences for all pupils are linked and integrated with the wider community, local, national and global.
- Build a school culture and curriculum that takes account of the richness and diversity of the school's communities.
- Develop effective and positive relationships in order to secure a range of resources and opportunities for the school.
- Create and promote positive strategies for challenging all forms of prejudice and harassment.
- Promote the concept of lifelong learning and family engagement with learning through partnership.

Safeguarding and Promoting the Welfare of Children

The Headteacher will:

- Demonstrate substantial knowledge and effective experiences of addressing every Child Matters agenda and safeguarding issues.
- Ensure a safe and supportive school culture.
- Ensure the welfare of children is safeguarded and promoted in line with current best practice and advice.
- Identify key features of staff recruitment that help deter or prevent the appointment of unsuitable people.
- Develop and introduce policies and practices that minimise opportunities for any safeguarding concerns and should issues arise, ensure prompt and rigorous reporting and follow-up.

Additional duties

- Undertake work as directed by the Chief Executive, as required.
- Ensure that a modern, current curriculum is developed and implemented and that curriculum delivery is translated into effective learning and assessment practice.
- Ensure that high quality provision is available to all pupils in the school, regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs.
- Attend SET Board and Committee meetings if requested.
- Take responsibility for self-development and undertake training and development offered.

Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Note The jobholder will be expected to undertake any other duties, which are not specifically listed but are within the remit, responsibility and accountability of the job

Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	Qualifications and Skills <ul style="list-style-type: none"> • Qualified Teacher Status • Honours degree • Evidence of regular and appropriate professional development • NPQH (desirable) • Coaching and/or mentoring experience • Evidence of school improvement training/support 	APP/I
	Experience <ul style="list-style-type: none"> • Successful leadership and management experience in a primary school • Experience of teaching in the primary education sector • Experience and involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development. • Awareness of local, national and global trends in education • Awareness and experience of communicating and implementing a shared vision • Awareness of and some experience of planning processes including financial planning, budgetary management and principles of best value • Communication strategies both within and beyond the school • New technologies, their use and impact • Able to develop a culture that encourages participation, builds stakeholder esteem, recognises successes and celebrates existing good practice. • Awareness and experience of Human Resource process and legal parameters. E.g. Safer Recruitment 	APP/I
	Personal Qualities <ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the Trust values and ethos of the school • Ability to manage deadlines and prioritise effectively • Commitment and ability to confidentiality at all times • Commitment to safeguarding and equality • Is able to role model effective teaching and learning • Awareness of and demonstrates the principles of effective teaching and assessment for learning 	APP/I

	<ul style="list-style-type: none"> • Is able to model of behaviour and attendance management 	
	<ul style="list-style-type: none"> • Is able to role model and demonstrate the Trust values in daily interactions • Is able to lead their team with passion, enthusiasm and inspiration • Is able to continually reinforce how employee's efforts are making a difference and encourage the development of their potential with meaningful goals and challenges. 	

MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.