



# Job description/person specification

Appointment of Headteacher  
for Willowdown Primary School

December 2024

# Job description/person specification

**Post title:** Headteacher

**Grade range:** L18 - 24

**Responsible to:** Director of Education

**Starting date:** September 2025

**Responsible for:** The leadership of Willowdown Primary School, ensuring high quality teaching and learning and the effective operation of the school.

## Key liaisons:

- Futura Learning Partnership school staff and leadership teams
- Parents and students
- External agencies
- Visitors
- Governors

**Hours of work:** The post is permanent, effective from 1 September 2025

## Purpose of role:

- To provide inspirational, dynamic and effective leadership of the school by seeking to achieve the highest standards of staff performance, pupil achievement, pupil conduct; establishing an outstanding quality of teaching and learning and ensuring the effective daily operation of the school
- To work in close partnership with the community the school serves, ensuring the school is reflective of, and responsive to, its community
- To work as a senior leader within Futura Learning Partnership and to contribute to its success as a member of the Executive Leadership Team.

## Main responsibilities

### Strategic leadership

- To shape a vision and implement a plan for the school, in line with the school ethos and Futura Learning Partnership's strategic plan, setting out very high expectations with a clear focus on pupil achievement
- To lead the School effectively, within the agreed aims and objectives for the school, and formulating the school improvement plan
- To provide the leadership that will secure strong progress and outcomes for pupils, aged 4 -11
- To provide strong and effective leadership that inspires staff at all levels to give of their best
- To establish and maintain a strong school ethos that encourages ambition and aspiration and celebrates success.

### Leading teaching and learning

- To ensure that the school provides a provision that is fully inclusive and personalised to meet the needs of individuals
- To monitor and evaluate the quality of teaching and pupil achievement
- To set accurate and aspirational targets for the school and to oversee target setting for staff and pupils
- To encourage the use of innovative problem-solving ideas and know how to monitor, evaluate, adapt etc.
- Ensure high standards of behaviour and attendance
- Ensure that staff at all levels have the skills to carry out their roles and hold them effectively to account for achieving high standards.

### Organisational management

- To work with the Futura Learning Partnership's finance officers to provide effective and efficient management of the school budget
- Manage the school environment efficiently ensuring that it meets the needs of the curriculum and complies with health and safety legislation
- Establish and maintain a strong safeguarding culture in the school and ensure the school is compliant with the legal requirements regarding safeguarding
- Maintain a risk and asset management register and have in place business continuity plans
- To direct the work of the leadership team to ensure the smooth and effective daily operation of the school, the conduct of its pupils and the performance of the school staff
- Ensure that staff have the resources with which to do their job.

### Leadership of staff

- To work actively in developing the views and support of the staff to ensure that all work together in a common direction towards the aims of the school
- To build effective and harmonious relationships with staff, including offering guidance and support to colleagues
- To implement the Futura Learning Partnership's appraisal policy to secure improvement, to provide targeted individual professional development and to hold staff to account
- To inspire, motivate and develop staff, taking a leading role in maintaining the highest standards of teaching and learning.

### Community and partnership

- To work alongside other academies in the Futura Learning Partnership to ensure the vision of the trust is successfully met
- To secure the commitment of parents/carers and the wider community to the vision and direction of the school
- To ensure that the school acts as a resource for the other schools in the trust
- To promote multi-agency working in support of young people's emotional and academic well-being and progress
- To promote partnership working, in particular with local schools and other educational institutions.

### Accountability

- To support the development of a whole school approach to monitoring and evaluating in line with the Ofsted model of self-evaluation
- To prepare the school and staff for Ofsted and other inspections
- To work effectively, and proactively with, the Futura Learning Partnership's School Improvement Team, the school's Academy Governance Committee (AGC), its Chair, and the Trust's Board of Directors, and its committees
- To guide the work of the school's AGC in conjunction with the Chair.

### General

- To develop, implement, monitor and evaluate school and trust policies and practices and actively promote the aims of the school and trust
- Undertake any appropriate training to assist them in carrying out any of the above duties.
- To ensure compliance with legislation in relation to curriculum and safeguarding
- To safeguard and promote the welfare of children in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to the appropriate central trust staff.
- Carry out the duties and responsibilities of the post with due regard to the trust's equal opportunities policies
- Promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the health and safety at work act, Coshh, and all other mandatory regulations are adhered to.

### Data protection and safeguarding

- Work within the requirements of data protection at all times
- Understand your responsibilities in relation to safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order - <https://www.gov.uk/government/collections/dbs-filtering-guidance>.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

<b>Person specification – Headteacher</b> Not suitable for NQTs	<b>Essential (E) or desirable (D)</b>
<b>Education</b>	
Qualified teacher status	E
Successful completion of induction year	E
Further professional qualification or commitment to undertake this eg NPQH	D
<b>Experience</b>	
Knowledge of recent developments in learning and teaching	E
Experience of teaching children in EYFS, KS1 and KS2	E
A good understanding of effective ways to facilitate learning	E
A good understanding of the EYFS curriculum	E
Familiar with the national curriculum framework for KS1 and KS2.	D
Primary school teaching across the age and ability range from Reception Year to Year 6 Level	D
Minimum of two years recent experience as Deputy Headteacher or Headteacher	E
Recent experience as DSL or Deputy DSL	E
Experience of managing the whole school budget	D
<b>Knowledge and understanding</b>	
Good knowledge of EYFS and national curriculum	E
Good understanding of assessment for learning practice	E
Knowledge and understanding of differentiation	E
<b>Skills</b>	
Demonstrate excellent classroom management and teaching skills	E
Ability to establish good relationships within the team, with other colleagues and with pupils	E
Ability to act on initiative and to work as part of a team	E
Effective communication skills, both written and oral	E
Excellent use of ICT as a teaching and admin tool	E
Ability to manage HR processes and to challenge underperformance	E
<b>Attributes</b>	
Positive approach to school self-evaluation and an insistence on high standards	E
Demonstrable commitment to implementation of whole school policies and procedures	E
A 'can do' attitude	E
Committed to the Futura Learning Partnership's aims	E

Committed to equality and diversity E

Committed to own continuing professional development E

**Other**

Good sense of humour E

Calm under pressure E

A proven track record of improving achievement for pupils. E