

## Job description

<b>Job title:</b>	Headteacher
<b>Reporting to (line manager):</b>	CEO/DCEO
<b>Job description: date last reviewed</b>	February 2025

*Our vision is to enable all to flourish*

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### Main purpose of role

To provide strong and effective Church school leadership with relation to safeguarding, culture and ethos, school strategy and organisation, teaching and learning, curriculum and assessment and management of staff and resources, carrying out a headteacher's professional duties in line with the headteacher standards and all other associated statutory requirements.

### Key Responsibilities

#### Leadership

- To lead and support the development and living out of the school's distinctively Christian vision and values
- Ensure the school's ethos and strategic direction is in line with the vision, values and priorities of the Trust
- To work effectively with colleagues and other relevant professionals within and bond the school, including, external agencies and bodies.
- Ensure the use of effective evaluation strategies to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement.
- Engage proactively with the school effectiveness team and liaise with other leaders within the Trust to secure creative, responsive and effective approaches to school leadership.
- Build and maintain positive relationships with other schools across the Trust and share good practice.
- Report to the local governing board and the Trust Board in line with Trust policy and procedure

#### Culture and ethos

- Establish and sustain the school's ethos and strategic direction, in partnership with those responsible for governance and through consultation with the school community.
- Create a culture where pupils experience a positive and enriching school life.

- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community, and a safe, orderly
- Ensure that the school fosters a sense of belonging and inclusion for all pupils, with specific regard to pupils that have special educational needs and disabilities.
- Ensure a culture of high staff professionalism.
- Promote the safety and wellbeing of pupils and staff.
- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, health and safety and risk management.
- Ensure high standards of pupil behaviour and courteous conduct
- Implement consistent, fair and respectful approaches to managing behaviour.
- Ensure that adults within the school model and teach the behaviour of a good citizen.

### **School strategy and organisation**

- Provide overall strategic leadership and, alongside others, lead, develop and support the strategic direction, vision, values and priorities of the school.
- Ensure the Trust's strategic direction, vision and values are reflected in the school.
- Implement Trust policy and procedures effectively and consistently.
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context.

### **Teaching and Learning**

- Establish and sustain high-quality, expert teaching across all subjects and phases.
- Ensure teaching is underpinned by high levels of subject expertise
- Ensure effective use is made of formative and summative assessment using Trust systems and processes ensuring deadlines for reporting are met
- Teach, as needed, within the requirements of the individual school staffing structure.

### **Curriculum and assessment**

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading.
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

### **Management of staff and resources**

- Lead, manage and develop staff members, including appraising and managing their performance.
- Organise and deploy resources effectively and efficiently within the school.
- Prioritise and allocate financial resources appropriately within allocated budgets.

- Promote harmonious working relationships within the school.
- Ensure staff are deployed and managed well and the annual performance management cycle is implemented.
- To support staff to maintain a balance between workload and other commitments.
- Ensure resources are managed in line with the Trust's policies and procedures.

#### **Professional Development**

- Be proactive in identifying and participating in personal professional development and training needs appropriate to the role.
- To ensure staff participate in appropriate professional development, including induction training.
- Participate in training and development activities as required.

#### **Ethics and professional conduct**

- Build relationships rooted in mutual respect and observe proper boundaries appropriate to their position.
- Show tolerance of, and respect for, the rights of others, recognising differences and respecting cultural diversity.
- Serve in the best interests of the school's pupils.
- Uphold the obligation to give account and accept responsibility.
- Know, understand and act in line with the relevant statutory frameworks which set out their professional duties and responsibilities.
- Make a positive contribution to the wider education system.

#### **Personal Commitment**

- To represent the school and the Trust in a positive and professional way in all interactions.
- To offer exemplary stakeholder care, be highly professional in face-to-face, email and telephone interactions and in written communication and act as an ambassador for the school.
- To contribute to and support the overall vision, aims and ethos of the both the school and the Trust.
- To deal with highly confidential information and issues in a sensitive manner.
- To always act professionally and with integrity.
- Seek support and guidance when necessary.

#### **Safeguarding Children and Young People**

The Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post and whenever reasonably instructed.

It is the practice of the Trust to review job descriptions annually.