



ST BENEDICT'S PRIMARY SCHOOL

Job description: Headteacher

St Benedict's Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

All teachers are required to carry out the duties of a school-teacher as set out in the current School Teachers Pay and Conditions document and the Professional Standards for Teachers

Job details

Salary: L18 – 24 (£64 143 – £74 295)

Contract type: full-time, permanent

Reporting to: Board of Governors

The employee is responsible for promoting and safeguarding the welfare of children for whom he or she is responsible or comes into contact

Main purpose

The headteacher will:

- › Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- › Establish and oversee systems, processes and policies so the school can operate effectively
- › Identify problems and barriers to school effectiveness and develop strategies for school improvement that are realistic, timely and suited to the school's context
- › Make sure these school improvement strategies are effectively implemented
- › Monitor progress towards achieving the school's aims and objectives
- › Allocate financial resources appropriately, efficiently and effectively
- › Uphold the school's UN Rights Respecting School agenda, acting as a champion Rights Bearer

Qualities

The headteacher will:

- › Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct

- › Build positive and respectful relationships across the school community
- › Serve in the best interests of the school's pupils

Duties and responsibilities

School culture and behaviour

The headteacher will:

- › Create a culture where pupils experience a positive and enriching school life
- › Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- › Ensure a culture of staff professionalism
- › Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school and based on our Rights Respecting ethos
- › Use consistent and fair approaches to managing behaviour, in line with the school's Promoting Positive Behaviour policy

Teaching, curriculum and assessment

The headteacher will:

- › Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- › Ensure teaching is underpinned by subject expertise
- › Effectively use formative assessment to inform strategy and decisions
- › Ensure the teaching of a broad, structured and coherent curriculum
- › Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- › Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- › Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs (SEN) and disabilities

The headteacher will:

- › Promote a culture and practices that enables all pupils to access the curriculum
- › Have ambitious expectations for all pupils with SEN and disabilities
- › Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- › Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Managing the school

The headteacher will:

- › Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- › Manage staff well with due attention to workload
- › Ensure rigorous approaches to identifying, managing and mitigating risk

Professional development

The headteacher will:

- › Ensure staff have access to appropriate, high standard professional development opportunities
- › Keep up to date with developments in education
- › Seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

The headteacher will:

- › Understand and welcome the role of effective governance, including accepting responsibility
- › Ensure that staff understand their professional responsibilities and are held to account
- › Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- › Work successfully with other schools and organisations
- › Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

- › To participate in and build on the strong relationships the school has with local networks, specifically with Cole Heath Consortium and the Kingfisher Collaboration

Please note that this 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.

Person specification

CRITERIA	QUALITIES	ASSESSMENT
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree 	<ul style="list-style-type: none"> • Application form
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school • Demonstration of good understanding of school improvement planning and implementation • Involvement in school self-evaluation and the use of such to raise outcomes for all children • Demonstrable experience of successful line management and staff development • Experience of school monitoring strategies • Experience of leading a team of people 	<ul style="list-style-type: none"> • Application form • Interview
Skills and knowledge	<ul style="list-style-type: none"> • To develop and implement the school's vision and values using effective communication • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Demonstrate the ability to manage, motivate and support individuals and teams effectively • To promote and foster a positive school image • To seek and maintain effective partnerships and collaboration, in order to share and disseminate best practice throughout the whole school and beyond. 	<ul style="list-style-type: none"> • Letter of application • Interview process
Personal qualities	<ul style="list-style-type: none"> • Commitment to uphold the 7 principles of public life (the Nolan principles) at all times • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position • To be visible and approachable • To be resilient and self-reflective 	<ul style="list-style-type: none"> • References • Interview process

Notes:

This job description may be amended at any time in consultation with the postholder.