

Headteacher Job Description

Salary Range:	Leadership L7-13
FTE Hours:	1.0 FTE (full-time)
Contract Type:	Permanent
Location:	Willow Park C of E Primary School
Responsible to:	The Chief Executive Officer of the Leaf Trust, The Director of Education and Willow Park C of E Local Governing Body
Responsible for:	Senior Leadership Team, Teaching Staff, Teaching Assistants, Administrative and Support Staff
Liaises with:	Other Leaf Leadership group members, external partners, Parents/Carers and Governors.
Date JD Last Reviewed:	March 2025

Main Purpose of the Role	<p>The Headteacher will provide inspirational and strategic leadership to the school, fostering an environment that enables every pupil to thrive academically and flourish personally, achieving their full potential. By upholding the values and vision of The Leaf Trust, the Headteacher will:</p> <ul style="list-style-type: none"> • Allocate financial resources appropriately, efficiently, and effectively to support the school's strategic priorities. • Ensure the delivery of high-quality education through a culture of excellence in teaching and learning. • Promote an inclusive, safe, and supportive environment for pupils and staff. • Lead the school's strategic direction and operational management, ensuring its continued success and improvement. • Act as a role model, demonstrating the highest standards of professional conduct and integrity. • Collaborate with other leaders across The Leaf Trust to achieve shared goals and enhance outcomes for all pupils within the Trust.
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Main duties/responsibilities

This job description reflects and references the DfE Headteacher Standards 2020.

Ethics and Behaviour:
<ul style="list-style-type: none"> • Build relationships rooted in mutual respect, always observing proper boundaries appropriate to this professional position. • Show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain.

- Uphold fundamental British values, including democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit the position, pupils' vulnerability, or might lead pupils to break the law.

Leadership and Vision

- Provide the vision, leadership, and direction that ensures the school's mission is clearly articulated, shared, and realised.
- Motivate and work collaboratively with staff to create a shared culture and commitment to the school's aims and objectives.
- Develop and maintain a strong and effective Senior Leadership Team (SLT) to ensure school management is efficient and focused on improvement.
- Contribute strategically to the development and future direction of The Leaf Trust, aligning the school's goals with the Trust's broader mission.

School Culture:

- Strengthen and sustain the school vision and ethos in partnership with the Local Governing Body and through consultation with the school community.
- Continue to 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 ensure a safe, orderly, and inclusive environment.
- Ensure a culture of high staff professionalism.
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

Teaching and Learning:

- Ensure that inclusive teaching and learning are central to strategic planning and resource management.
- Promote high expectations, setting ambitious goals for the entire school community.
- Focus consistently on raising pupil achievement, utilising data and benchmarks to monitor and promote progress.
- Determine, organise, and implement a diverse and flexible curriculum that meets the needs of all pupils.

Organisational Management:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- Prioritise and allocate financial resources appropriately in line with the School's Development Plan, ensuring efficiency, effectiveness, and probity in the use of public funds.
- Deploy and manage staff effectively, with due attention to workload and well-being.

- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently.
- Ensure rigorous approaches to identifying, managing, and mitigating risk.

Continuous School Improvement:

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit the school's effectiveness, and identify priority areas for improvement.
- 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.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

Working in Partnership:

- Forge constructive relationships beyond the school, working in partnership with parents, carers, and the local community.
- Commit the school to collaborate successfully with other schools and organisations within and beyond the Leaf Trust in a climate of mutual challenge and support.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.

Governance and Accountability:

- Understand and welcome the role of effective governance, delivering leaders' obligations to give account and accept responsibility.
- Establish and sustain professional working relationship with the Local Governing Body and the Board of Trustees.
- Ensure that all staff understand their professional responsibilities and are held to account.
- Operate the school effectively and efficiently within the required regulatory frameworks and meet all statutory duties.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. It will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the holder of the post.

Special Notes or Conditions

Safeguarding - All staff have a responsibility to safeguard and promote the welfare of children and young people within our Trust. The post holder will be subject to Safer Recruitment checks in line with the Keeping Children Safe in Education guidance, which includes an enhanced DBS check and two satisfactory references.

All new employees will be required to undertake mandatory training required by the Trust.



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Name:	
Signature:	
Date:	