



Headcorn Primary School

Headteacher Job Description

Salary: L15-L21 £73,105-£84,699

Group Size: 3

Responsible to: The Governing Body and Local Authority

Role Purpose

The Headteacher provides strategic leadership for the school, working with governors, staff and the wider community to establish and deliver a clear vision for educational excellence and continuous improvement. They are responsible for securing high standards of teaching and learning, ensuring the effective use of resources, and creating the conditions in which staff and pupils can thrive and achieve their full potential. The Headteacher will demonstrate consistently high standards of professional conduct, meet the Teachers' Standards, and provide the leadership and support necessary for staff to fulfil them.

Ethics and Professional Conduct

The Headteacher upholds public trust in school leadership and maintains high standards of ethics and behaviour, both within and outside school. As a leader of the school community and profession, the Headteacher is expected to:

- Build relationships rooted in mutual respect and always observe proper boundaries appropriate to their professional position.
- Show respect for the rights of others, recognising and celebrating differences, and respecting cultural diversity within contemporary Britain.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law.
- Serve in the best interests of the school's pupils.
- Conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities, and modelling the behaviour of a good citizen.
- Uphold their obligation to promote accountability and responsibility.
- Know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities.
- Take responsibility for their own continued professional development, engaging critically with educational research and developments.
- Make a positive contribution to the wider education system.

School Culture and Ethos

- Establish and sustain the school's ethos, values and strategic direction in partnership with governors and the wider school community.
- Promote a culture of high expectations, mutual respect and inclusion in which all pupils and staff feel safe, valued and supported.
- Foster positive relationships across the school community, ensuring that behaviour expectations are clear, consistently applied and understood by pupils and staff.
- Ensure that the school maintains a safe, orderly and welcoming environment in which pupils can thrive academically, socially and emotionally.

- Model and promote the values of responsible citizenship, respect and tolerance in line with fundamental British values.

Professional Development

- Lead, motivate and develop staff through effective line management, appraisal and development opportunities, in line with standards for Teachers' professional development.
- Ensure access to high-quality professional learning aligned with school improvement priorities and individual development needs.
- Build leadership capacity across the school, including developing middle leaders and supporting succession planning.
- Promote collaboration, professional dialogue and the sharing of best practice within and beyond the school.

Curriculum and Teaching

Teaching

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
- Ensure effective use is made of formative assessment.
- Promote a culture of professional openness and collaboration, encouraging the sharing of best practice, research-informed teaching and reflective practice.

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, particularly the use of systematic synthetic phonics in schools that teach early reading.
- Ensure valid, reliable, and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

Additional and special educational needs

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities.
- Ensure inclusive teaching practices and appropriate support to enable pupils with additional needs to access the curriculum and achieve well.
- Ensure the school operates effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

Organisational Effectiveness

Leadership and Management

- Ensure effective safeguarding arrangements that promote the welfare, safety and wellbeing of all pupils.
- Promote a culture of vigilance and safeguarding across the school community, ensuring that the Designated Safeguarding Lead fulfils their responsibilities effectively and safeguarding systems are robust and regularly reviewed.
- Lead strategic, curriculum-led financial planning to ensure the effective deployment of resources and long-term sustainability of the school.
- Ensure staff are deployed effectively, and workload is managed to support staff wellbeing and performance.
- Maintain effective systems, processes and policies that enable the school to operate efficiently and meet statutory requirements.
- Identify and manage risks to ensure the safety, compliance and effectiveness of the school.

School Improvement

- Lead the development and delivery of a clear school improvement strategy based on rigorous self-evaluation.
- Use performance data, research evidence and stakeholder feedback to identify priorities and address barriers to pupil achievement.
- Ensure improvement plans are realistic, well-sequenced and effectively implemented.
- Monitor and evaluate progress to secure sustained improvements in teaching, learning and pupil outcomes.

Working in Partnership

- Build strong relationships with parents, carers and the wider community to support pupils' learning and wellbeing.
- Work collaboratively with other schools and professional networks to share expertise and improve outcomes.
- Develop productive partnerships with external agencies and services that support pupils and families.

Governance and Accountability

- Work constructively with the Governing Body to develop and deliver the school's strategic priorities.
- Provide governors with accurate information and professional advice to support effective decision-making and accountability.
- Ensure staff understand their responsibilities and are supported and held accountable for their performance.
- Ensure the school operates within statutory and regulatory frameworks.

** The Headteacher will also be required to undertake any other duties which from time to time will be required, relevant and commensurate with the post as deemed necessary by the governing body and local authority.