



Holy Trinity

Church of England Nursery and Primary School

Working at Holy Trinity C of E Nursery and Primary School

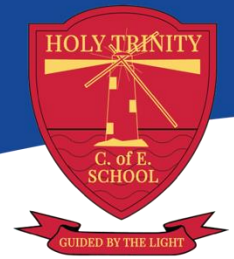
Lead our Team



For Appointment of:
Headteacher



Holy Trinity Church of England Nursery and Primary School



Holy Trinity Church of England Primary School is a two-form entry nursery and primary school in the vibrant and diverse town of Gravesend, Kent, with an energetic and highly motivated population of over 450 children on roll, aged 3-11.

Although strong commitment to our purposes as a Church of England school, we welcome children, staff and adults of all faiths and none. Living the Gospel values of **Respect, Honesty, and Love**, we pursue the highest standards possible in education, seeking to develop our pupils as well-rounded individuals and lifelong learners.

Our latest Ofsted inspection in October 2023, graded Good, highlights the quality of Holy Trinity CofE Nursery and Primary School's offering:

- Teachers are passionate about the individual subjects they lead and aspire for all pupils to flourish in their learning.
- Behaviour in lessons is calm and purposeful.
- Pupils embrace each other's cultures and are interested in each other's way of life.
- The needs of pupils with special educational needs and/or disabilities (SEND) are carefully considered.

At Holy Trinity, we seek to develop enlightened, curious, responsible, and confident learners within a respectful loving and honest community. Our curriculum is based on the best that has been thought and said, and our pupils enjoy learning which is contextualised, adapted, vocabulary-rich and offering sound experiences to build knowledge, skills, and cultural capital.

We are proud to be part of the Aletheia Academies Trust, and working collaboratively with our partner schools to provide a wide range of exciting learning and enrichment opportunities for our children and staff. Membership of the Trust gives us the benefits of exceptional professional development provision and the sharing of good practices amongst our schools. The Headteacher will join the Trust Management Board, participating in the strategic development of this successful and ethical Trust.



Job Description

Job Title	Headteacher
Location	Gravesend, Kent
Duration	Full Time/Permanent
Reporting to	Director of Education / LGB
Salary	L18 to L24
Pension	Teacher's Pension



About the Role

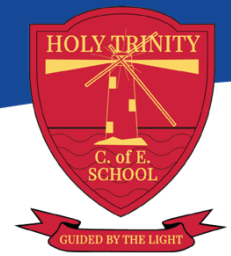
As the new Headteacher of Holy Trinity C of E Primary School, you will have the opportunity to lead it in an exciting chapter of its development.

We are seeking to appoint an experienced Headteacher who is ready for their next challenge. This role is suited to someone who is an innovative, responsible, and insightful professional, with the passion, drive, and enthusiasm to build on the many strengths of the school and with the confidence to drive change where it is needed.

You will be value-driven, recognising that our moral purpose guides all that we do, and ensuring these values remain at the forefront of daily life. The culture that you create will drive the popularity of the school. You will work collaboratively with the Trust central team in all activities, bringing your knowledge and energy.

You will be responsible to the school's Director of Education and Local Governing Body for providing proactive leadership and management of the school in line with the vision of the Trust and will manage the day-to-day running of the school.

Duties and Responsibilities



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.

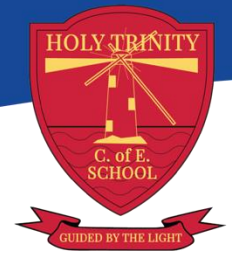
School Culture and Behaviour

The Headteacher will:

- Create a culture where pupils experience a positive and enriching school life.
- Uphold ambitious educational standards 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.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.



Duties and Responsibilities



Strategic Leadership

The Headteacher will:

- Ensure that the vision and values for the school are clearly articulated, shared, understood, and acted upon effectively by all, which will promote and sustain school improvement.
- Support and challenge colleagues by recognising their achievements and holding them to account where necessary through effective and consistent implementation of the Performance Management Policy and other systems of quality assurance and professional development.
- Have the resilience and expertise to lead the school's provision of effective teaching and learning.
- Continue to raise standards across the school with particular reference to personalised progression, so that all pupils achieve to the very best of their ability.
- Lead senior and middle leaders, developing a professional culture amongst all staff at the school.
- Work with the Director of Education to lead the school through rigorous self-evaluation and quality assurance.
- Identify areas of progression and promotion for staff that support succession planning for the school.
- Lead and support the implementation of Trust and school policies.
- Be a positive role model in helping others recognise differences and respect cultural diversity in accordance with British Values and the Equalities Act 2010.
- Be committed to the emotional wellbeing and mental health of staff and pupils and lead by example.





Quality of Education

The Headteacher will:

- Drive and inspire a passion for learning in every member of the school community.
- Work with staff to promote high quality teaching across all subjects.
- Identify any areas of improvement in teaching and learning and implement, monitor, and review interventions to improve these areas as well as the quality of education across the school.
- Identify areas where staff may benefit from sharing good practice or accessing support from other schools in the Trust.
- Monitor data and the outcomes of pupils and draw out any patterns of underperformance in key groups of pupils, such as disadvantaged pupils or pupils with special educational needs.
- Make sure standards of behaviour are high to foster an environment in which learning can thrive.

Safeguarding Children and Safer Recruitment

It is essential to have due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the Trust.

To ensure:

- Policies are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated safeguarding leads and other staff to discharge their responsibilities, including taking part in inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about unsafe practice regarding children and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed safeguarding and whistleblowing policies.

“Children make a good start to their learning in early years.”
- OFSTED



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.

Professional development

The Headteacher will:

- Ensure all staff have access to appropriate, high standard professional development opportunities.
- Keep up to date with developments in education.
- Make sure professional development opportunities draw on experts both within, and beyond the school.



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 in the Trust and the Central Trust Team.
- Maintain positive working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

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.



“The school’s Christian values of love, honesty and respect are well expressed through its caring atmosphere.” - SIAMS



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Qualifications and Experience

- Qualified Teacher Status
- Degree
- NPQH
- Experienced Primary Headteacher or Head of School
- Involvement and leadership in school self-evaluation and development planning
- Demonstrable experience of successful line management and staff development
- Evidence of effectively promoting and implementing the processes necessary to safeguard and promote the welfare of children and staff
- Evidence of building and maintaining effective relationships with parents and the broader community to develop a committed, enthusiastic, and supportive environment for the school

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Skills and Knowledge

- Data analysis skills, and the ability to use data to set targets and identify weaknesses.
- Ability to conduct rigorous school self-review and combine with external evaluation to develop the school.
- 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
- Ability to communicate a vision and inspire others
- Ability to build effective working relationships
- A sound knowledge and understanding of the barriers to learning and inclusion experienced by children and young people
- A sound knowledge of a range of school improvement strategies which accelerate progress rates and close gaps for disadvantaged pupils

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Personal Qualities

- 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 and Trust.
- Ability to work under pressure and prioritise effectively.
- Ability to work collaboratively with Trust leaders and stakeholders.
- Commitment to always maintaining confidentiality.
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.

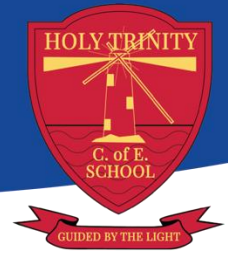
All Essential Criteria

E = Essential

D = Desirable

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

How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

Jo Barker-Platt, Director of People and Culture

HR@aletheia.org.uk

01474 533 082

To apply for this role, please visit MyNewTerm:

[My New Term | Holy Trinity CofE Primary School and Nursery](#)

Closing Date:

Friday 19th April

Interview Date(s):

Thursday 25th April

Friday 26th April



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



Contact Us

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