



Lightyear Federation

Caring, Dreaming, Thinking Bigger



Headteacher Job Description

Federation: The Lightyear Federation

School: Repton Manor Primary School

Responsible to: The Governing Body of The Lightyear Federation

Pay Range: Leadership Scale L16-L22

Contract: Full-time, Permanent

Disclosure Level: Enhanced DBS

Core Purpose

The Headteacher will provide inspirational leadership and strategic direction to ensure the highest possible standards of education, care, and personal development for every pupil.

They will work in partnership with the Governing Body, and the federation and school community to drive continuous school improvement, foster a culture of excellence and inclusion, and secure strong teaching and learning across the school.

Strategic Leadership and Vision

- Provide clear educational direction for the school in line with the federation's vision and priorities, upholding the school's ethos of nurture, inclusion and child lead leadership.
- Develop and implement the School Development Plan (SDP) and Self-Evaluation Framework (SEF).
- Ensure the school's aims and objectives promote high expectations and continuous improvement. Using data, research, pupil voice and reflection to inform decision making and evaluate impact.
- Ensure the school meets and exceeds statutory standards and Ofsted expectations whilst remaining true to its ethos.
- Work collaboratively with the other federation leaders to deliver shared goals.

Leadership and Management

- Build and lead a strong, cohesive Senior Leadership Team (SLT) that reflect's the school collaborative ethos.
- Develop and sustain effective management structures to ensure smooth school operation.
- Delegate responsibilities clearly while maintaining accountability.
- Lead, motivate and support all staff to deliver excellence through professional growth.
- Promote staff wellbeing and a positive working culture.
- Manage performance through appraisal, support, and professional development.
- Ensure efficient use of resources and compliance with financial, safeguarding and health & safety regulations.

Teaching, Learning, and Curriculum Excellence

- Ensure high standards of teaching and learning across the whole school, broad balanced, creative and responsive to pupil's interests and needs.
- Lead the development of an engaging, inclusive, and ambitious curriculum, driving pedagogical excellence.
- Lead on teaching quality through observation, learning walks, book looks and pupil progress analysis. Mentoring and coaching with the use of professional development to create a culture of reflective practice.
- Promote evidence-based practice and professional collaboration.

Assessment

- Lead on data analysis, pupil outcomes, and monitoring of school performance.
- Lead on whole school assessment systems and performance analysis, ensuring consistency of high standards of teaching & learning and pupil outcomes.
- Oversee assessment procedures and data tracking, ensuring targeted support for underachieving groups.
- Work in collaboration with Deputy/Senco and Assistant Head to identify trends, gaps, and priorities for intervention.

Inclusion and Nurture

- Strategic oversight of inclusion policies and procedures
- Foster inclusive environment where diversity is celebrated and all learners thrive.
- Work closely with Deputy/Senco to ensure provision for pupils with SEND, EAL and additional needs is effective and meeting individual pupil needs.
- Strategic oversight of Pupil Premium Strategy and policies.
- Embed nurture principles throughout the curriculum, relationships and environment.
- Place the emotional wellbeing of pupils and staff at the heart of school life.

Pupil Outcomes, Behaviour, and Wellbeing

- Ensure all pupils are safe, happy, and achieving their full potential.
- Foster a culture for behavior and attendance, improving outcomes for all.
- Lead a consistent approach to positive behaviour and inclusion.
- Promote pupils' spiritual, moral, social, and cultural (SMSC) development and British values.

Safeguarding and Pupil Welfare

- Act as the Designated Safeguarding Lead (DSL) for the school.
- Embedding safeguarding and wellbeing of all pupils across all aspects of school life.
- Ensure safeguarding and child protection policies comply with Keeping Children Safe in Education (KCSIE).
- Foster a culture of vigilance, curiosity and accountability across all safeguarding practice.

Finance, Premises, and Resources

- Manage the school's delegated budget responsibly, ensuring value for money.
- Work with the Federation Business Manager and Governors to plan and monitor expenditure.
- Strategic overview of Staffing, Resources, Budget and Health & Safety. Ensuring effective deployment of staff and resources to raise standards.
- Manage staff procedures in line with school policies and procedures.
- Be the responsible Officer for Health & Safety across the school, ensuring all Health & Safety Statutory requirements are met.

Governance and Accountability

- Lead, advise and support the Governing Body in fulfilling its statutory duties.
- Provide timely and accurate reports on pupil achievement, staffing, finance, health & safety and improvement priorities, including School Development Plan (SDP) and Self-Evaluation Framework (SEF).
- Work collaboratively with governors to monitor progress and evaluate impact.

Federation and Community Partnership

- Work in partnership with all Federation Leaders to ensure alignment and collaboration across the federation and school.
- Build strong partnerships with parents, carers, and the wider community.
- Promote professional collaboration between schools to share expertise and enhance provision.
- Work collaboratively with external agencies, local schools and professional networks to share best practice and secure positive outcomes for children.

Line Management

Reports directly to: Governing Body

Line manages: Senior Leadership Team, Core Subject Leaders and allocated Teachers.

Professional Standards

The Headteacher is expected to meet the requirements of the:

- Teachers' Standards (DfE 2012)
- National Standards of Excellence for Headteachers (DfE 2020)
- SEND Code of Practice (2015)
- Keeping Children Safe in Education (KCSIE, latest edition)

Safeguarding Statement

Repton Manor Primary School and The Lightyear Federation are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. An enhanced DBS check will be required for the successful candidate, along with other relevant employment checks in line with Keeping Children Safe in Education.

Pay and Conditions

The Headteacher will be employed under the School Teachers' Pay and Conditions Document (STPCD) on the Leadership Pay Range, with specific pay points determined by the Governing Body according to the Group 3 classification.