

JOB DESCRIPTION	
SCHOOL	Charlton Primary School
JOB TITLE	Headteacher
GRADE	Leadership Pay Scale L11-L17
REPORTS TO	Governing Body
DATE	20 th April 2026

JOB PURPOSE

The Headteacher will provide strategic leadership and management to ensure the school delivers high-quality education rooted in Christian values. They will embody and promote the school's Christian ethos, fostering spiritual, moral, social, and academic development for all pupils.

MAIN DUTIES AND RESPONSIBILITIES

1. Christian Vision & Ethos

- Lead and model the school's Christian mission and values in all aspects of school life.
- Ensure collective worship and Religious Education reflect the school's faith tradition.
- Build strong partnerships with local churches, diocese, and the wider Christian community.
- Show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain.

2. Leadership & Management

- Develop and implement the school's strategic plan aligned with its Christian vision.
- Inspire and motivate staff, pupils, and parents to achieve excellence.
- Manage resources effectively, including staffing, budgets, and facilities.
- Know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.
- 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 a safe, orderly and inclusive environment.
- Ensure a culture of high staff professionalism.

3. Teaching & Learning

- Ensure a broad, balanced curriculum that promotes academic achievement and spiritual growth, setting out the knowledge, skills and values being taught
- Monitor and evaluate teaching quality and pupil progress.
- Support staff development and continuous improvement to 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.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.

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- 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.

4. Safeguarding & Welfare

- Ensure compliance with safeguarding policies and statutory requirements.
- Promote a safe, inclusive environment underpinned by Christian compassion and respect.
- Create a culture where pupils and staff experience a positive and enriching school life

5. Governance & Accountability

- Report to and work collaboratively with the governing body, Aquila Trust and Canterbury Diocese.
- Maintain transparent communication with parents, staff and external agencies.

Other areas of responsibility

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Governing Body or CEO.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust.

This job description may be amended at any time following discussion between the Chair of Governors and member of staff and will be reviewed annually.

Person Specification: Headteacher

Essential	<ul style="list-style-type: none">• Qualified Teacher Status (QTS) and significant leadership experience.• Strong understanding of Christian education and ability to lead worship.• Proven track record in school improvement and staff development.• Excellent communication, organisational, and interpersonal skills.• Experience in a faith-based school setting.• Appropriate training and experience of Safeguarding / Child Protection.• Can demonstrate impact of leadership on Teaching, Learning and Assessment at senior leader level Leads by example – with integrity, creativity, resilience and clarity.• Able to inspire and influence staff, pupils, parents and the local community, developing engagement with school vision, values and goals which impact on school improvement• Commitment to safeguarding and promoting pupil welfare.
Desirable	<ul style="list-style-type: none">• NPQH or equivalent leadership qualification.• Active involvement in a Christian Church community.

'They will soar on wings like eagles.' Isaiah 40:31

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Print name (Employee)

Signed (Employee):

Dated:

Signed (Headteacher):

Dated:

