



Coppice

Primary Partnership

Growing Together, Striving for Excellence.

Job Title:	Headteacher
Salary:	Group 4 – L14–L27
Responsible to:	CEO
Location:	Loose Primary School
Contract:	Full-time, permanent

Purpose:

The Headteacher is the professional leader of their school and a key member of the Coppice Primary Partnership Executive Leadership Team. The role combines strong, visible leadership of an individual school with active contribution to the strategic leadership, improvement and sustainability of the Trust as a whole.

Working in close partnership with the CEO, the Director of Inclusion and Education, and fellow Headteachers, the postholder will ensure the highest standards of education, inclusion, safeguarding and wellbeing for all pupils, while contributing to trust-wide improvement, capacity building and shared accountability.

The Headteacher is responsible for the leadership and management of the full age range of provision at Loose Primary School, including the on-site nursery for 3–4 year olds, ensuring strong continuity of learning, safeguarding and inclusion from early years through to Year 6.

The Headteacher will lead in line with the Headteacher Standards (2020), CPP's values of Excellence, Collaboration and Growth, and Stewardship and Responsibility, and the Trust's Leadership Behaviours, modelling accountability, authenticity, courage, inclusivity and future-focused leadership. The role reflects the Trust's commitment to sustainable leadership and staff wellbeing.

Key Duties and Responsibilities

1. Strategic Leadership

- Provide clear, ambitious and values-led leadership for the school within the strategic direction of CPP.
- Work as an active and engaged member of the Trust Executive Leadership Team, contributing to trust-wide strategy, decision-making and improvement priorities.
- Work in close professional partnership with the Director of Inclusion and Education to secure consistently high-quality education, inclusion and curriculum practice.
- Contribute to system leadership across the Trust, including peer support, shared capacity, and the development of leaders at all levels.
- Ensure the nursery provision is fully integrated into the life and strategic direction of the school, maintaining high standards of early years education, care and safeguarding.
- Act as an ambassador for CPP, modelling the Trust's leadership behaviours in all professional interactions and contributing positively to the Trust's reputation.

2. School Culture and Behaviour

- Establish and sustain a positive, inclusive and aspirational school culture where pupils feel safe, valued and motivated to learn.
- Uphold high standards of behaviour, underpinned by clear routines, consistency and strong relationships.
- Ensure a culture of professionalism in which CPP's ethos, values and leadership behaviours are lived and modelled by all staff.
- Promote equity, belonging and respect, ensuring all pupils can thrive academically and personally.

3. Teaching, Curriculum and Assessment

- Secure high-quality teaching across all subjects and phases, including nursery and early years provision, informed by evidence and best practice.
- Ensure the delivery of a broad, balanced, coherent and well-sequenced curriculum from nursery through to Year 6 that meets the needs of all learners and ensures strong progression over time.
- Work with the DoIE and trust colleagues to align curriculum intent, implementation and impact across the Trust where appropriate.
- Ensure assessment practices are proportionate, purposeful and used effectively to inform teaching and strategic decision-making.
- Develop and support subject and phase leaders, ensuring they have appropriate expertise, accountability and access to professional networks.

4. Inclusion, SEND and Vulnerable Pupils

- Promote a culture of high ambition and inclusive practice for all pupils, including those with SEND and other vulnerabilities.
- Ensure statutory responsibilities under the SEND Code of Practice are met effectively.
- Work in partnership with families, external professionals and agencies to identify needs early and secure appropriate support.
- Ensure inclusive practice is embedded as a core feature of high-quality teaching and curriculum design.

5. Safeguarding, Wellbeing and Risk

- Ensure the highest standards of safeguarding and child protection, maintaining a strong and vigilant safeguarding culture.
- Fulfil all statutory responsibilities relating to safeguarding, health and safety and pupil welfare.
- Promote staff wellbeing and sustainable workload practices, in line with CPP's 'Workload and Wellbeing Charter'.
- Identify, manage and mitigate risk effectively, working with trust colleagues and governors as appropriate.

6. Leadership of Staff and Professional Development

- Lead, manage and develop staff effectively, setting clear expectations and holding individuals to account with fairness and support.
- Create a culture of continuous professional learning, ensuring staff have access to high-quality development opportunities.
- Develop leadership capacity within the school and across the Trust, supporting succession planning and talent development.
- Undertake ongoing professional development and contribute to professional learning communities within and beyond the Trust.

7. Finance, Resources and Operations

- Work with the CEO, CFO, DoE and central team to ensure effective financial planning, budget management and best value.
- Deploy resources strategically to support educational priorities and long-term sustainability.
- Ensure effective use of premises, staffing and operational systems to support high-quality provision.

8. Governance, Accountability and Partnership

- Work constructively with the Local Governing Body, welcoming challenge and ensuring governors are well-informed and able to fulfil their role.

- Ensure the school operates within Trust policies, statutory frameworks and regulatory requirements.
- Maintain strong partnerships with parents, carers, the local community and external organisations.
- Be accountable for school performance while contributing to shared accountability for outcomes across CPP.

This job description is illustrative of the general nature and level of responsibility of the role. The postholder may be required to undertake other duties appropriate to the role, as agreed with the CEO/DoIE.

We are committed to equality throughout our organisation. We are also committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

Post holder:

Signed:

Date: