



# CHATHAM & CLARENDON GRAMMAR SCHOOL

## Job Description & Person Specification

### Job Details

<b>Job Title:</b>	<b>Headteacher</b>
<b>Department:</b>	<b>Senior Leadership Team</b>
<b>Location:</b>	<b>All Sites</b>
<b>Grade:</b>	<b>CCGS Leadership Scale L30-39</b>
<b>Responsible to:</b>	<b>Trustees</b>
<b>Responsible for:</b>	<b>The day-to-day management of the school and staff body</b>

### Main purpose

The Headteacher will:

- › Demonstrate an understanding and a passion for providing educational excellence for students
- › Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- › Establish and oversee systems, processes and policies so the school can operate effectively and ensure regular reviews of said systems and processes.
- › Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- › Make sure these school improvement strategies are effectively implemented and reviewed regularly.
- › Monitor progress towards achieving the school's aims and objectives
- › Allocate financial resources appropriately, efficiently and effectively
- › Keep up to date and respond agilely to changes in education with regard to statutory duties, policies and processes.

## 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 students.

## Duties and responsibilities

### School Culture and Behaviour

The Headteacher will:

- › Create an inclusive and safe culture where students experience a positive and enriching school life
- › Uphold ambitious educational standards in order to prepare students from all backgrounds for their next phase of education and life
- › Ensure a culture of staff professionalism
- › Encourage high standards of behaviour from students, built on rules and routines that are understood by staff and students, and clearly demonstrated by all adults in school
- › Use consistent and fair approaches to managing behaviour, in line with the school's positive behaviour policy

### Teaching, Curriculum and Assessment

The Headteacher will:

- › Establish and sustain high-quality inclusive teaching across all subjects and phases, based on evidence
- › Ensure teaching is underpinned by subject expertise
- › Effectively use formative assessment to inform strategy and decisions
- › Ensure the teaching of a broad, ambitious, structured and coherent curriculum
- › Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- › Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

### Additional and Special Educational Needs (SEN) and Disabilities

The Headteacher will:

- › Promote a culture and practices that are inclusive and enable all pupils to access the curriculum
- › Have ambitious expectations for all pupils with SEN and disabilities in line with the SEND White Paper 2026
- › 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](#).

## › **Managing the School**

The Headteacher will:

- › Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care for all.
- › Deploy members of the senior leadership team appropriately being mindful of their skillset and workload.
- › Manage staff considerately with due attention to workload
- › Ensure rigorous approaches to identifying, managing and mitigating risk

## **Professional Development**

The Headteacher will:

- › Ensure staff have access to appropriate, high standard professional development opportunities
- › Keep up to date with developments in education
- › Ensure training and continuing professional development is effectively planned, delivered and evaluated
- › Make sure professional development opportunities draw on experts both within, and beyond the school
- › Seek training and continuing professional development to meet the needs of all staff members

## **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, outside agencies and organisations
- › Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

## **Other Areas of Responsibility**

The Headteacher will:

- Serve as Chief Executive Officer and Accounting Officer of the Trust, ensuring financial probity, viable annual accounts, and full compliance with Company Law, Charity Law and the Funding Agreement.
- Maintain robust risk management, internal scrutiny and assurance systems, ensuring strong financial and operational controls.
- Act as principal liaison with the Department for Education, including Regional Improvement Teams, reporting material or statutory concerns as required.
- Ensure compliance with the Academy Trust Handbook, including requirements relating to sustainability, digital standards and estate management.
- Work with the Business Manager and Senior Leadership Team to secure and steward additional funding in support of the Trust's strategic priorities.

## Person Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Headship National Professional Qualification</li> <li>• Senior Leadership National Professional Qualification</li> <li>• Qualifications related to executive leadership (such as an NPQEL - National Professional Qualification for Executive Leadership)</li> </ul>
<b>Experience</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Successful leadership and management experience either as a Deputy or Head in a secondary school for at least 5 years.</li> <li>• Will have been an outstanding teacher in their chosen subject area, with demonstrable outstanding results.</li> <li>• Involvement in school self-evaluation and school development planning</li> <li>• Demonstrable experience of successful line management and staff development</li> <li>• Proven track record of identifying and successfully securing additional funding streams and income generation.</li> <li>• Experience of working directly with external regulatory bodies or government departments (such as DfE Regional Improvement Teams).</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Experience operating at a CEO or Accounting Officer level, or demonstrable experience in corporate governance and legal compliance (including Company Law and Charity Law).</li> </ul>

<p><b>Skills and knowledge</b></p>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve</li> <li>• Capacity to be reflective, think creatively and initiate new solutions to ever changing and complex challenges in the education sector</li> <li>• Understanding of school finances and financial management</li> <li>• A full and up to date understanding of principles of Safeguarding and KCSIE and/or have been/are a DSL</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> <li>• Comprehensive knowledge of the Academy Trust Handbook, Trust Funding Agreements, and the strict statutory duties surrounding public funds and financial probity.</li> <li>• Ability to manage corporate risk, including maintaining a Risk Register and overseeing robust internal scrutiny and control systems.</li> <li>• Strategic understanding necessary to oversee non-educational compliance, specifically environmental sustainability strategies, digital standards (e.g., DfE's 6 Core Digital Standards), and School Estate Management Standards.</li> </ul>
<p><b>Personal qualities</b></p>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Commitment to uphold the 7 principles of public life (the <a href="#">Nolan principles</a>) at all times</li> <li>• Demonstrate professional integrity and respect for the opinions of others</li> <li>• Leadership ability to inspire and motivate staff and students.</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Demonstrate resilience and remain calm under consistent pressure</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs and actions are not expressed in ways that exploit the position</li> </ul>