



The Federation of Goodnestone and Nonington Church of England Primary Schools

Job Description and Person Specification



Head of School, with Class Teacher

Leaders and Teachers in the Federation of Goodnestone & Nonington CE Primary Schools support the schools' vision to be an "Inclusive learning community, rooted in God".

Leaders and Teachers make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct.

Job Details

Job Title:	Head of School and Class Teacher
School:	Federation of Goodnestone and Nonington CE Primary Schools
Salary/Grade:	L1 – L5
Hours:	32.5 hours
Contract type:	Full Time
Responsible to:	Executive Headteacher

Grade: L1

Main Purpose

The head of school, under the direction of the Executive Headteacher, will be responsible for providing the leadership and management of Nonington/Goodnestone CE Primary School in line with the vision of the Federation and manage the day-to-day running of the school. They will also have a teaching responsibility, with allocated non-class based Leadership time

Duties and Responsibilities

Leadership and management of the school

- Manage senior and middle leaders, developing a professional culture amongst all staff at the school
- Support and challenge staff, dealing with underperformance effectively while making sure staff are given the support to do their jobs well
- Implement the Federation's appraisal policy and other management processes and systems
- Support the implementation of Federation-wide policies and school-level policies
- Undertake self-evaluation and school improvement planning alongside the trust-wide strategy to improve areas of weakness in the school
- Support the recruitment of teaching and non-teaching staff where necessary
- Provide training and continuing professional development (CPD) opportunities for all school staff
- Identify areas of progression and promotion for staff that support succession planning for the school

Teaching and learning

- Hold a teaching responsibility (the duties and responsibilities of which are set out in the Teacher Job Description)
- Work with staff to promote high quality teaching across all subjects
- Identify any areas of weakness in teaching and implement, monitor and review interventions to improve these areas as well as teaching and learning across the school
- Make sure the school's assessment system is fit for purpose and provides teachers with useful information about pupils
- Identify areas where staff may benefit from sharing good practice or accessing support from other schools in the Federation
- Monitor 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

Communication

- Work with the Executive Headteacher and Governing Board to keep them informed of the educational performance of the school, giving them what they need to provide support and challenge
- Help to build on the vision of the School and share with colleagues across the School how this is being demonstrated in the school
- Attend any relevant governing body meetings
- Contribute to reports to the Executive Headteacher or board of governors as necessary

Managing resources

- Contribute to the budget setting, cash-flow management and all other financial management processes with the Executive Headteacher
- Ensure value for money in any delegated financial responsibilities for purchasing and procurement
- Ensure the efficient and effective use of school resources

Other areas of responsibility

The head of school will be required to safeguard and promote the welfare of children and young people, and follow school and trust policies.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Display a commitment and to promote child protection and safeguarding.
- Report to the headteacher any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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 expected to be carried out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification

CRITERIA	QUALITIES
Qualifications and training	• Qualified teacher status • Degree • National professional qualification preparing for senior leadership/ headship (desirable)
Experience	• Successful leadership and management experience in a school • Teaching experience across the primary age range • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development
Skills and knowledge	• Data analysis skills, and the ability to use data to set targets and identify weaknesses • 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 •
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 trust and school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position •

Last review date: January 2026

Next review date: June 2027

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____