



Headteacher Job Description

Purpose of the Job

To be the strategic lead professional at The John Wesley Primary School. The Headteacher will provide vision, ambition, leadership and direction. They will ensure the School is effectively managed and organised, work strategically with all partners and stakeholders and develop outstanding provision for all pupils.

Main duties and responsibilities:

1. Work to an agreed vision, underpinned by clear Christian values, which will be evident throughout the School.
2. Have direct impact on sustaining and raising pupil progress to the highest level for all children.
3. Lead by example in maintaining the professional conduct and practice of teachers.
4. Encourage and enable a climate in the School, which enables all pupils to display exemplary behaviour.
5. Be a positive role model in upholding British values.
6. Have ambition and seize opportunities for the School to share good practice and expertise, learning from others beyond its boundaries.
7. Lead, monitor and evaluate distinctively Christian collective worship in line with statutory requirements.
8. Lead a positive team to foster a safe and secure environment for children to learn and grow as individuals.
9. Lead from the front on safeguarding by taking the position of 'designated safeguarding lead' and being responsible for all children's safeguarding needs.

Qualities and Knowledge

1. Provide an excellent education for the pupils, to achieve at age-appropriate levels and beyond, upholding the School's Christian vision and purpose.
2. Demonstrate positive personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors, the local Churches and community.
3. Lead by example – with integrity, creativity, resilience and clarity – drawing on your own expertise and skills, and that of those around you.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and pursue continuous professional development.
5. Work within a clear set of principles centred in the School's vision, ably translating KCC, Diocesan, Methodist and national policy into the school's context within a set budget, whilst upholding the legal status of the school's Christian foundation.
6. Ensure that the School and its distinctive Christian character are clearly articulated, shared, understood and acted upon effectively by all.



Pupils and Staff

1. Set and encourage ambitious standards for all pupils, overcoming disadvantage and advancing equality.
2. Instil a strong sense of accountability in staff for the impact of their work on pupils' outcomes and progress.
3. Deliver excellence through a holistic approach to teaching and learning which ensures pupils' well-being.
4. Ensure there is a robust system for monitoring pupil progress individually and by different pupil groups and that progress is effectively communicated to and acted on by the whole school community ensuring the closing of any gaps.
5. Establish an educational culture, which promotes the sharing of best practice within and with other schools, drawing on and conducting relevant research and robust data analysis.
6. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
7. Identify emerging talents, coaching current and aspiring leaders in a climate that nurtures development for all.
8. Ensure that all students receive Religious Education, linked to the Christian vision for the school

Systems and Process

1. Ensure the School's systems, organisation and processes are efficient, fit for purpose and reflect the School's Christian Vision and that they uphold the principles of transparency, integrity and probity.
2. Continue to provide a safe, calm and well-ordered environment for all pupils and staff, focussed on safeguarding pupils and developing exemplary behaviour in the School and in the wider society.
3. Maintain rigorous, fair and transparent systems and measures for managing the performance of all staff, supporting staff to improve, valuing excellent practice and addressing any under-performance immediately.
4. Welcome engaged governance and actively support the governing body to understand its role and deliver its core functions effectively (setting School strategy and holding the Headteacher to account for pupil, staff and financial performance).
5. Alongside governors exercise strategic, curriculum-led financial planning to ensure the equitable and efficient use of budgets, resources and accommodation, in the best interests of pupils' achievements and the School's sustainability.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.



The Self-Improving School System

1. Further develop an outward-facing School, which works with other schools, the local Churches and other organisations to champion best practice and secure excellent progress for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Encourage and enthuse all staff to access high quality training.
4. Model innovative approaches to improvement, leadership and governance, confident of the vital contribution of internal and external accountability.

The Headteacher will undertake any other duties, which from time to time may be required, relevant and commensurate with the post, as deemed necessary by the Governing Body and/or Local Authority.