



Job Description: Primary School Headteacher St Annes Church of England Primary School - Godmanchester

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.

This is an opportunity for an exceptional leader to meet high expectations and deliver sustained school improvement.

The Headteacher will carry out their professional duties in accordance with and subject to the national conditions of employment for Headteachers, the provisions of all applicable legislation, and any orders and regulations having effect under the applicable legislation.

The Headteacher will be responsible to the Governing Body for the conduct, management and administration of the school, subject to any rules, regulations or policies made either by the Governing Body on matters for which it is responsible, or by another authority with respect to matters for which the Governing Body is not responsible, or by Central Government.

This job description will be reviewed on an annual basis.

Main Purpose: The Head Teacher will provide inspirational and strategic leadership to ensure the highest standards of education, care, and personal development for all pupils, in alignment with the school's Christian ethos and values. They will uphold and strengthen the school's distinctiveness as a Church of England school, fostering a culture of inclusion, respect, and academic excellence within a caring and spiritually enriching environment.

Principal Accountabilities

1. Whole School Organisation and Strategy

- Provide overall strategic leadership and direction. Collaborate with others to lead, develop and support the direction, vision, values and priorities of the school.
- Advise and assist the Governing Body in the exercise of its functions.
- Draft the school development plan for consideration by the Governing Body.
- Develop, implement and monitor the school's policies, practices and procedures.
- Maintaining and development of Christian ethos, values and overall purposes of the school.

2. Christian Ethos and Values

- Champion the school's Christian character, ensuring its values and ethos permeate all aspects of school life.
- Lead collective worship and support the spiritual development of all members of the school community.
- Maintain and strengthen partnerships with the local parish, diocese, and wider Church of England network.
- Promote the school's inclusive values, ensuring respect for diversity and a commitment to social justice.

3. Safeguarding and Inclusion

- Ensure the safety and wellbeing of all pupils, staff, and visitors by maintaining and promoting the highest standards of safeguarding practices.

- Uphold a commitment to equality and inclusion, ensuring all pupils have access to high-quality education, regardless of background or ability.
- Foster a positive and inclusive environment where pupils feel safe, valued, and able to thrive.

4. Teaching

- Lead and manage teaching and learning throughout the school, including ensuring, save in exceptional circumstances, that a teacher is assigned in the school timetable to every class or group of pupils.
- Participate, to such an extent as may be appropriate having regard to other duties, in the teaching of pupils at the school, including the provision of cover for absent teachers.

5. Management of Curriculum and Pupils

- Determine, implement and review the curriculum to ensure breadth, balance and relevance to all pupils whatever their abilities, aptitudes and needs.
- Determine, implement and monitor systems for monitoring and improving pupils' attainment and progress.
- Determine and implement standards of behaviour and discipline.
- Promote and ensure the safety and well-being of pupils.

6. Management of Staff

- Lead, manage and develop staff, including appraising and managing performance.
- Establish an appropriate staff structure and define staff tasks, responsibilities and job descriptions. Organise and deploy staffing resources within the school.
- Participate in and advise the Governing Body on the selection and appointment of high quality staff.
- Develop and implement policies and procedures for staff development, appraisal and support.
- Have a proper regard for staff well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

7. Professional Development

- Promote the participation of staff in relevant continuing professional development.
- Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other staff.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other staff.

8. Management of Resources

- Take overall responsibility for the management of the school's financial, physical and information resources.
- Determine short, medium and long term priorities for the school, having regard to any financial implications and the ability to meet these from foreseen income.
- Ensure the development, maintenance, security and safety of the school buildings, grounds and equipment.

9. Communication and Collaboration

- Consult and communicate with the Governing Body, staff, pupils, parents and carers.
- Establish and maintain effective communication and relationships with colleagues and other relevant professionals within and beyond the school, including relevant external agencies and bodies, and organisations representing staff.

- Represent the school to other groups and the local community, and promote links with other local schools.
- Support and encourage the involvement of parents in the life and work of the school through the medium of the Parent Teacher Association and by other appropriate means.

Person Specification

General Qualities

- Be inspirational, visionary, stable and supportive.
- Possess stamina, energy, drive and confidence.
- Demonstrate the ability to effectively address priority issues, and to be adaptable and responsive to circumstances.
- Demonstrate the ability to gain and maintain the confidence and respect of colleagues, pupils and parents.
- Be a balanced decision maker with consistency of judgement and inner integrity.
- Have due regard for existing good practice, implementing any necessary change with foresight and sensitivity.
- Be motivated to take the school from 'Good' to 'Outstanding'.
- A desire to establish a culture of innovation, continuous improvement, and high standards for staff and pupils
- Demonstrate and promote high standards of literacy and numeracy, articulacy, and the correct use of standard English, in teaching and in communication with parents/carers and the wider school community.
- Promote inclusion and demonstrate a commitment to equal opportunities.

Whole School Organisation, Strategy and Governance

- Demonstrate the ability and commitment to work collaboratively with the Governing Body in the leadership and development of the school.
- Evidence senior management and governance experience, including the ability to analyse issues, and to develop effective and creative responses.
- The ability to lead a school-wide culture of evidence-based teaching, with specific examples of delivering measurable improvement.
- Demonstrate the ability to be able to implement innovative teaching practices, improving school financial performance, or managing complex school expansions.

Teaching & Management of Curriculum and Pupils

- Evidence substantial successful teaching experience across a range of ages.
- Evidence in-depth knowledge of the National Curriculum and sound experience of curriculum delivery, monitoring and assessment.
- Evidence the ability to analyse complex curriculum issues, and to develop effective and creative responses or solutions.
- Evidence the skills necessary to communicate effectively about curriculum, both within the school and in the community, for example to parents.
- Demonstrate regard for personal achievement for each pupil within the school community, and an understanding of different and diverse individual needs.
- Evidence the ability to inspire high levels of performance in pupils.
- Evidence the ability to analyse complex issues relating to pupils' attainment and progress, and to develop effective and creative responses or solutions.

Management of Staff & Professional Development

- Evidence significant experience and a proven record of achievement as a senior manager in an educational setting.
- Evidence the ability to address problems and resolve conflict by applying skills of leadership, arbitration, and reconciliation, handling difficult situations effectively with subtlety and sensitivity.
- Evidence the ability to lead by example, inspire high levels of performance in others, and maintain high levels of morale.
- Evidence the ability to work as part of a successful team, motivating others to achieve shared goals.
- Demonstrate the capacity for development and improvement, and evidence continuous professional development at senior leadership level.

Management of Resources

- Demonstrate a comprehensive understanding and experience of financial management.
- Demonstrate a comprehensive understanding and experience of resources management.
- Demonstrate the ability to analyse complex issues, and to develop effective and creative responses, plans or solutions.
- Demonstrate commitment to maintaining and improving the quality of the school environment.

Communication and Collaboration

- Demonstrate effective communication with the Governing Body, staff, pupils, parents and carers.
- Demonstrate effective communication with other relevant professionals, including relevant external agencies and bodies, and organisations representing staff.
- Be sensitive to the school's role within the community, and establish effective links and standing within the community.

Qualifications and Experience

- Educated to graduate degree level.
- Hold Qualified Teacher Status.
- Hold additional leadership or management qualification such as National Professional Qualification for Headship.
- Hold or be willing to work towards National Professional Qualification for Executive Leadership (NPQEL)
- Significant senior leadership experience, e.g., a minimum of three years as a deputy head teacher or head teacher in a primary school.
- Demonstrable experience in financial and resource management, e.g. experience managing budgets and staffing strategically.
- A proven track record of sustained school improvement and experience in driving innovation in teaching and learning.
- Demonstrable leadership experience in managing significant challenges, such as leading a school through an Ofsted inspection or successfully turning around performance.
- Experience of responsibility for delivering excellence in diverse settings, such as experience working in schools with varied socioeconomic contexts.
- Proven track record of improving standards in teaching, learning, and pupil outcomes.
- Experience working within a Church school or fostering partnerships with diocesan authorities to enhance spiritual and community engagement.

