



# **Oxton St Saviour's Church of England Primary School Chester Diocesan Academies Trust (CDAT)**

## **Headteacher Job Description**

*Rooted in Christian values, CDAT is committed to:*

- *Valuing the uniqueness of every child*
- *Aspiring to excellence*
- *Being a nurturing learning community for all*

*Jesus said, 'I have come in order that you might have life, life in all its fullness'  
(John 10:10).*

*As a Trust, our aim is to ensure that all of our pupils are able to benefit from and enjoy 'life in all its fullness.'*

*This echoes our Christian value of:*

***"Love the Lord your God with all your heart, with all your soul, with all your mind and with all your strength and love your neighbour as yourself" Mark 12:30-31***

*This, the greatest commandment, inspires our community to grow together in Christ our Saviour, to love and serve one another, to reach out in witness to our neighbours, live in peace with one another and promote life in all its fullness.*

### **The Core Purpose of the Headteacher in a CDAT School**

The Headteacher is the key person in the school in ensuring that the Chester Diocesan Academies Trust (CDAT) and the school's vision is realized at Oxton St Saviour's, ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential and live life in all its fullness and inspires our community to grow together in Christ.

The core purpose of the Headteacher is to provide professional leadership and management for the school as part of the CDAT, in line with the school's Trust Deed and the Church of England's vision for education. The Headteacher will promote a secure foundation from which to achieve high standards in all areas of the school's work. They will establish high quality education by effectively managing teaching and learning in order to realise the potential of all pupils. The Headteacher must establish a culture that promotes excellence, inclusivity, equality and high expectations of all pupils within a strong Christian ethos of love and kindness.

The Headteacher is the leading education professional in the school. Accountable to the Chief Executive (CEO) of CDAT and the Local Governance Committee, the Headteacher provides leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims in accordance with its mission statement, and for the day-to-day management, organisation and administration of the school.

The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships within the CDAT family of schools and with, amongst others, local churches, local and wider diocesan schools, other services and agencies for children, the Local Authority, Diocesan officers, higher education institutions and employers. Through such partnerships and other activities including developing strong relationships with parents as the first educators of their children, Headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

## **Main Duties**

### **Qualities and Knowledge**

Within the school's Christian character, the Headteacher will:

- Hold and articulate a clear Christian vision, founded on Christian values and moral purpose, focused on providing a top-class education for the pupils they serve, ensuring they grow in wisdom. This reflects the call in Mark 12:30 to love the Lord with all our heart, soul, mind, and strength, shaping education as an act of devotion.
- Demonstrate optimistic personal behaviour, positive relationships, and attitudes towards pupils and staff, and towards parents, governors, the Diocese, the Parish, members of the local community, and the CDAT family of schools. In doing so, they model Mark 12:31, loving their neighbour as themselves, fostering a compassionate and inclusive school community.
- Lead by example—with integrity, creativity, resilience, clarity, and spirituality—drawing on their own skills and expertise and making good use of the skills and knowledge of those around them. This servant leadership mirrors the command to love God wholeheartedly and extend that love through service to others.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally, and globally, and pursue continuous professional development that reflects the needs of the school, ensuring that all pupils receive the best education possible as an expression of Christian love and stewardship.
- Work with political and financial astuteness, ably translating CDAT's policy and vision, as well as local, Diocesan, and national policy, into the school's context, ensuring resources are used wisely to serve others, embodying the values of love, wisdom, and responsibility.
- Secure knowledge and understanding of church school distinctiveness, keeping up with national and diocesan developments and, in particular, ensure high-quality RE and collective worship that reflect Jesus' command to love God and love others.
- Communicate compellingly the school's vision and drive strategic leadership, empowering all pupils and staff to excel in their pursuit of wisdom, knowing that loving God fully includes engaging the mind and heart in learning and growth.
- Lead inspirational Christian collective worship that engages with the school's Christian vision and values, enabling the community to flourish and grow spiritually. Through worship, the Headteacher fosters an environment where all are encouraged to love God deeply and reflect that love in their daily lives.

## **Pupils and Staff**

Within the school's Christian character, the Headteacher will:

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact

of their work on pupils' outcomes. Ensuring every child—regardless of background—is valued and supported as a neighbour in Christ's love.

- Secure excellent teaching through a strong understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being. In doing so, the Headteacher embodies Mark 12:30, loving God with all their mind by striving for excellence in education.
- Secure a school ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, sharing best practice and supporting each other. This commitment to collaboration and encouragement will foster a loving, supportive community.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. Just as Jesus empowered His disciples, the Headteacher nurtures and equips others to lead in faith and wisdom.
- Hold all staff to account for their professional conduct and practice within the Christian character of the school, ensuring integrity, fairness, and a shared commitment, where love for God and others is central.
- Establish, promote, and respect an inclusive culture that advances equality and understanding of diverse cultures, faith groups, languages, disability and ethnic backgrounds. This directly aligns with Jesus' command - to love our neighbour as ourselves—ensuring every individual is valued and celebrated.
- Act as a spiritual as well as professional leader to staff and pupils, guiding with wisdom, faith, and compassion, demonstrating love for God and others.
- Celebrate achievement in the development of the whole child, not only those matters that are measured externally. Recognising and valuing each child's God-given potential reflects the holistic love that Jesus calls us to share.
- Promote and facilitate opportunities for pupils and staff to be involved with and share best practice with pupils and staff from other CDAT schools, fostering a wider community of love, support, and wisdom.

## **Systems and Process**

Within the school's Christian character, the Headteacher will:

- Ensure that the school efficiently and effectively fulfils its responsibilities, as set out in the Scheme of Delegation, as part of the CDAT family of schools. In doing so, demonstrating love for God through faithful stewardship and commitment to the school's mission.
- Ensure that the school's systems, organisation, and processes are well considered, efficient, and fit for purpose, upholding the principles of transparency, integrity, and probity within a Christian context. This commitment to honesty and ethical leadership reflects the command to serve with all our heart, soul, mind, and strength.
- Provide a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils, enhancing their wellbeing and developing their exemplary behaviour in school and in the wider society as they develop self-worth and an understanding of the worth of others. Ensuring that every child is loved, valued, and respected as a neighbour in Christ.
- Establish rigorous, fair, and transparent systems and measures for managing the performance of all staff, addressing any underperformance, supporting staff to

improve, and valuing excellent practice. Holding each individual accountable in love and fairness reflects Jesus' teaching - to act justly and support one another in a spirit of care and encouragement.

- Welcome strong governance and actively support the Local Governance Committee to understand its role and deliver its functions effectively. By doing so, the Headteacher upholds Mark 12:30, recognising governance as an opportunity to serve God with wisdom and integrity.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements, the school's sustainability, and its Christian character. This wise and fair distribution of resources reflects Jesus' command to care for others as we would ourselves, ensuring that all pupils are given equal opportunities to flourish.
- Distribute leadership throughout the organisation, as appropriate to the size of the school, where possible giving colleagues the opportunity to innovate and to hold each other to account for their decision-making. This embodies the spirit of encouraging a community where individuals serve one another in love, humility, and shared responsibility.

## **The Self-Improving School System**

Within the school's Christian character, the Headteacher will:

- Support the work of CDAT in promoting and developing high-quality education across the CDAT family of schools. In doing so, they demonstrate love for God with heart, soul, mind, and strength by striving for excellence in education and love for others by ensuring that all children benefit from the best possible learning opportunities.
- Create an outward-facing church school, which works with other schools and organisations, including the Diocesan Education team and Diocesan schools, to champion best practice and secure excellent achievements for all pupils. This will foster a sense of shared responsibility for the flourishing of all children, regardless of school or background.
- Develop effective relationships with fellow professionals and colleagues in other public services, parents/carers, and the church community to improve academic and social outcomes for all pupils. By doing so, the Headteacher fulfils the command of Mark 12:31, loving their neighbour through collaboration and shared commitment to pupil success.
- Challenge educational orthodoxies and respond critically and constructively to education initiatives in the best interests of achieving excellence, harnessing the findings of well-evidenced research to self-regulate and improve the school. This pursuit of wisdom and discernment, where loving God includes engaging the mind to seek truth and improvement.
- Shape the current and future quality of the teaching profession through engaging with high-quality training and sustained professional development appropriate to the church school context for all staff at the school. This investment in others embodies Mark 12:31, as it seeks to equip and empower teachers to serve their pupils with excellence.
- Model entrepreneurial and innovative approaches to school improvement, leadership, and governance, confident of the vital contribution of internal and external accountability. Leading with wisdom and creativity, where love for God inspires dynamic and purposeful leadership.
- Inspire and influence others—within and beyond the school—to believe in the fundamental importance of education in young people's lives and to promote the value of education in human flourishing. The Headteacher's role is both to love and

serve God by fostering learning and to love others by championing education as a pathway to a fulfilled life.

## **Accountability**

The Headteacher will:

- Work closely with, and be responsible to, the CEO of CDAT to ensure that the school provides a high-quality education and complies with the requirements set out in its Scheme of Delegation. In doing so, they demonstrate Mark 12:30, loving God with all their mind by ensuring wisdom and integrity in governance, and Mark 12:31, loving others by prioritising the well-being and success of all pupils.
- Be responsible to the CEO and trust leaders for ensuring that the school maintains a strong Christian ethos and that this is reflected educationally. This embodies Mark 12:30, as the school's mission is to honor God in all aspects of learning, and Mark 12:31, by creating an environment where pupils and staff flourish in faith and love.
- Provide information, support, and advice to the CEO, other senior leaders within CDAT, and the Board of Directors based on a detailed working knowledge of the school's strengths and areas for improvement. This transparency and commitment to accountability ensures that decisions are made in the best interests of the children and community.
- Provide information, advice, and support to the Local Governance Committee to enable it to meet its responsibilities as a CDAT school for securing the church school foundation, effective teaching and learning, improved standards of achievement, and value for money. By equipping others with knowledge and guidance, the Headteacher demonstrates love for God through faithful stewardship and love for others by ensuring high-quality education for all pupils.
- Lead on compliance and regularity changes, such as GDPR or other statutes. Upholding legal and ethical standards, requires diligence and wisdom, ensuring the protection and well-being of all pupils and staff.
- Present regular formal accounts of the school's performance in a form appropriate to a range of audiences – governors, parents, Diocese, local community, OFSTED, and the Local Authority. Providing honest and clear communication demonstrates love for God through integrity and love for others by fostering trust and shared responsibility for school improvement.
- Ensure that parents and pupils are well informed about the wider curriculum and targets for improvement. Engaging families in the learning journey strengthening relationships and ensuring that every child is supported and valued in their pursuit of wisdom and excellence.

## **Community**

The Headteacher will, with the support of the Local Governance Committee:

- Promote a close relationship with local churches. Nurturing a school community that loves God with heart, soul, mind, and strength through worship, spiritual growth, and shared Christian values. Strengthening ties with the church also fosters a supportive and loving environment where pupils, staff, and families can grow in faith together.
- Work closely with local groups and stakeholders to maximize the contribution made by the school within the community and to keep the school at the heart of its community. This commitment to service and outreach directly aligns with Mark

12:31, as it demonstrates love for neighbours by ensuring the school is a beacon of support, inclusion, and opportunity for all.

### **Additional Requirements**

This job description outlines the main duties of the post, incorporating the current set of Headteacher Standards, but does not exclude other duties, which may be undertaken to ensure the efficient operation of the school. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

The appointment is subject to the current conditions of employment of Headteachers, as agreed by CDAT, contained in the School Teachers' Pay and Conditions document (as conditions for Headteachers) and other current educational and employment legislation. Details will be specified in a contract of employment.

Terms and conditions for all school based CDAT employees are subject to change, should the need arise, after consultation with staff and their professional associations.

**The applicant will be required to safeguard and promote the welfare of children and young people. The Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.**