



St Matthew's CE Primary School Headteacher Job Description

Group 2 School – Salary scale

Core Purpose

The Headteacher is the key figure in creating, inspiring and embodying the Christian character and culture of this Church school, securing its vision statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential. We are a faith school offering a nurturing family environment in which all children can thrive.

The core purpose of the Headteacher is to provide professional, ambitious leadership and strong, effective management for the school in line with the Church of England's Vision for Education. The Headteacher must secure a high-quality education for all by successfully leading teaching and learning that realises the potential of all pupils. The Headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils within our strong Christian ethos.

The Headteacher, working closely with colleagues in both the Trust and school, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; management of the close knit team of staff and expectations of them; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used, applying educational research evidence, 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 with the church, local schools and other bodies, and more broadly across the local authority and diocese. The Headteacher will play an active role in supporting collaboration and the sharing of best practice across the Trust – both within the school's local network and the broader CDAT family.

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 world-class education for the pupils they serve ensuring they grow in wisdom.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors, the Diocese, the Parish and members of the local community.

- Lead by example - with integrity, creativity, resilience, clarity and spirituality - drawing on their own scholarship, expertise, skills, and wisdom and that of those around them.
- 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 a Church of England school.
- Work with political and financial astuteness, within a clear set of principles centred on the school's Christian vision, ably translating Trust, local, diocesan and national policy into the school's context.
- Secure knowledge and understanding of church school distinctiveness, keeping abreast of national and diocesan developments and ensure high quality RE and collective worship.
- Communicate compellingly the church school's vision and drive the strategic leadership, empowering all pupils and staff to excel in their pursuit of wisdom.
- Lead creative Christian collective worship that engages with the school's Christian vision and values enabling the community to flourish and grow spiritually.

Pupils and Staff

Within the schools' 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.
- Secure excellent teaching through an analytical 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.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Create a Church School character within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice within the Christian character of the school.
- Establish, promote and respect an inclusive culture that promotes equality and an understanding of diverse cultures, faith groups' languages and ethnic groups.
- Act as a spiritual as well as professional leader to staff and pupils.
- Celebrate achievement in the development of the whole child and not only those matters that are measured externally.

Systems and Process

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

- 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.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils 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.

- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Welcome strong governance and actively support the Local Governance Committee to understand its role and deliver its functions effectively within the academy trust – to set this Church School's strategy and hold the Headteacher to account for its performance.
- With the support of Trust colleagues, exercise strategic financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability and its Christian character.

The Self-Improving School System

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

- Create an outward-facing church school which works with the Trust, the Diocesan Education team and schools- in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- 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.
- 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.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development appropriate to the church school context for all staff at the school.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- 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.

Accountability

The Headteacher will:

- Ensure that the school is led and managed in line with the requirements of agreed financial procedures and the Trust's Scheme of Delegation.
- Provide information advice and support to the Local Governance Committee to enable it to meet its responsibility for securing the church school foundation, effective teaching and learning, improved standards of achievement and value for money.
- Lead on compliance and regularity changes such as GDPR or other statutes.
- Present an account of the school's performance in a form appropriate to a range of audiences – Governors, parents, Diocese, local community, Ofsted, the Local Authority.
- Ensure that parents and pupils are well informed about the wider curriculum and targets for Improvement.

Community

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

- Promote a close relationship with the parish (and, where appropriate, other local churches and faith groups)..

- Work closely with a broad range of local groups and stakeholders to maximise the contribution made by the school within the community.
- Promote the school in wider community with a view to attracting new pupils and their families.

Additional Requirements

This job description outlines the main duties of the post, incorporating the National Standards of Excellence for Headteachers, 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, contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation.