

Job Description and Person Specification

Job details			
Job title	Headteacher		
School	Costessey Primary School		
Location	22 Three Mile Lane, New Costessey, NR5 0RR		
Weeks per annum	Full time	Permanent/ Fixed Term/ Temporary	Permanent
Grade	L20-24 (£82,654 - £91,158) – Subject to 2026 pay scales		
Responsible to	Director of School Improvement		
Responsible for	All school staff		
Effective date	January 2027	Job Family	Senior Leadership

Purpose of the Role

The Headteacher will provide ambitious and values-led leadership for the school, working in close partnership with the Senior Leadership Team, staff, governors and the central team at Evolution Academy Trust to secure the highest standards of education, achievement and wellbeing for all pupils. They will lead the continued development of the school in line with the Trust's vision, values and strategic priorities, ensuring that school improvement is both sustainable and impactful.

As the lead professional within the school, the Headteacher will create a culture of high expectations, inclusion and excellence, where every child is supported and challenged to achieve their full potential. They will inspire, motivate and develop staff, fostering collective responsibility, professional growth and a relentless focus on improving outcomes for pupils.

The Headteacher will play a key role in the wider leadership of the Trust, contributing to strategic thinking, collaboration and school-to-school support. They will demonstrate strong educational leadership, ask insightful questions, embrace innovation and use evidence-informed approaches to drive continuous improvement.

The Headteacher is responsible for promoting and safeguarding the welfare of all children and young people, ensuring a safe, nurturing and inclusive environment where pupils can thrive. They will build strong partnerships with parents, carers and the wider community, championing the school's values and reputation while ensuring every decision is made in the best interests of pupils.

Through visible, ethical and resilient leadership, the Headteacher will lead by example, fostering a culture of trust, accountability and continuous improvement that enables both pupils and adults to flourish.

Job Description – main duties and responsibilities

Leadership of Teaching and learning

Establishing a clear vision for the school and setting ambitious goals for pupil achievement and school improvement.

Oversee the development and implementation of a robust and inclusive curriculum that meets the needs of all pupils and aligns with educational standards.

Provide guidance and support to teachers to ensure high-quality instruction, including professional development opportunities and regular feedback.

Implementing effective assessment strategies to monitor student progress, evaluate teaching effectiveness, and inform instructional practices.

Job Description and Person Specification

Ensure that all pupils receive the support they need to succeed, including academic interventions, special education services, and enrichment programs.

Foster a safe, inclusive, and supportive school culture that promotes student wellbeing and engagement.

Build strong relationships with staff, pupils, parents, and the wider community to support student learning and school improvement.

Manage school resources effectively to support teaching and learning, including budgeting, staffing, and facilities.

Lead efforts to continuously improve teaching and learning practices through data-driven decision-making and innovative approaches.

Leading the curriculum and pedagogical approach

Secure and sustain excellent teaching through understanding how pupils learn and successful classroom practices.

Lead continuous improvement of teaching and learning by developing systems for monitoring, evaluating, and supporting classroom practice.

Create a supportive ethos where staff are motivated to develop their skills and support each other.

Prioritize high-quality Continuous Professional Development by providing targeted training, promoting reflective practice, and fostering ongoing learning.

Lead curriculum development to inspire a love of learning, foster creativity, and prepare pupils for future success.

Ensure excellent lesson design for rich curriculum opportunities both in and out of the classroom.

Assess, monitor, and evaluate the curriculum to identify areas for improvement and promote independent learning within ambitious frameworks.

Foster inclusivity and implement practices for all pupils, including those with SEND, to access the curriculum with high expectations for achievement.

Provide a safe, calm, and well-ordered environment with high expectations for pupils and staff, focusing on safeguarding and exemplary behaviour.

Develop strong partnerships with parents, carers, the community, other schools, and local communities to improve outcomes for children.

Establish fair and transparent performance management systems for staff, addressing under-performance, supporting improvement, and valuing excellent practice.

Leadership and Management

Responsible for all staff, promoting professionalism, wellbeing, and high standards of practice.

Support the recruitment, induction and onboarding of new staff, ensuring appropriate guidance and statutory requirements are met.

Develop and empower members of the Senior Leadership Team to confidently lead probationary processes, including setting objectives, reviewing progress, providing constructive feedback, and making informed recommendations.

Develop the skills and confidence of the Senior Leadership Team to effectively manage informal people matters, including attendance and wellbeing conversations, return-to-work discussions, informal absence management, performance concerns, and other early intervention processes, ensuring issues are addressed consistently, fairly and proactively.

Liaise with Business Support staff to ensure accurate and confidential records of people management processes.

Liaise with People Team and escalate matters where issues may require formal procedures.

Ensure all people management activity is conducted in line with school policies, employment legislation, and safeguarding responsibilities.

Able to inspire, influence, lead, challenge and support all colleagues.

Able to accurately evaluate strengths, areas for development and ensure resources are deployed effectively to maximise impact on staff and children.

Able to manage all school operations, whilst also maintaining strategic rigour and focus.

Work collaboratively with other headteachers, central team colleagues and communicate at a highly effective level.

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Ensure that all students receive the support they need to succeed, including academic interventions, special education services, and enrichment programs.

Foster a safe, inclusive, and supportive school culture that promotes student well-being and engagement.

Build strong relationships with staff, students, parents, and the wider community to support student learning and school improvement.

Manage school resources effectively to support teaching and learning, including budgeting, staffing, and facilities.

Lead efforts to continuously improve teaching and learning practices through data-driven decision-making and innovative approaches.

Accountability

Operate within regulatory frameworks and meet all statutory duties.

Accountable to the Trust for the school's efficiency, effectiveness, safety, welfare, and educational outcomes.

Comply with Trust requirements, collaborate with the central team, and follow relevant policies for strategic direction.

Provide clear, accurate performance reports to Trustees, the central team, governors, parents, and carers.

Ensure sound financial management of the school in accordance with EAT requirements and regulations.

Manage, monitor, and review resources to improve education quality, pupil achievements, and ensure efficiency and value for money.

Safeguarding and health & safety

Evolution Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Therefore, we will conduct pre-employment checks, including a social media search. This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations, and a successful applicant would be required to complete a declaration form to establish whether they are disqualified under these regulations. An enhanced DBS check will be required.

Promote the safety and wellbeing of pupils, and help to safeguard pupils by keeping up to date with relevant safeguarding guidance and practice, including Keeping Children Safe in Education and Working Together to Safeguard Children.

Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.

Respond appropriately to safeguarding and child protection concerns, following school procedures and reporting promptly to the DSL.

Adhere to all health & safety regulations and requirements, taking necessary action to ensure a safe working and learning environments for all children, colleagues and visitors.

Promote a culture of vigilance and openness where pupils and staff feel safe and confident to raise concerns.

Professional development

Keep own knowledge and understanding relevant and up to date by reflecting on own practice, liaising with manager to identify relevant professional development to improve personal effectiveness.

Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role.

Take part in the school's appraisal procedures.

Follow all Trust and School policies, including the staff code of conduct.

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Supporting the work of our Trust

Support our vision, mission and values, as well as our principled ways of working.

Be a professional role model, promoting the aims of our Trust whilst also providing a critical and supportive lens.

Develop and maintain strong working relationships with EAT colleagues and contribute to collaborative working across schools.

Attend and engage in regular professional training, seek support from other leaders and share best practice across our EAT community.

Contribute to our 'One Trust' approach, seeking further opportunities to celebrate the work of our staff teams.

Person Specification	
Essential	Desirable
Qualifications	
Qualified teacher status. NPQH or working towards.	MPQEL MA/MSC
Experience	
Substantial leadership experience in more than one setting and across at least two stages from EYFS, KS1 and KS2. Contributing to collaborative activities with partner schools. Leading a variety of curriculum areas including English or Maths at senior level in a primary context. Delivering high-quality CPD to staff in all roles in order to drive improvement in standards. Translating local and national policy into school context. Creating ambitious standards for all pupils and monitoring and improving the quality of teaching and learning. Creating, developing and implementing efficient systems, policies and processes. Developing rigorous systems for measuring and managing performance. Developing good working relationships with all stakeholders. Successful collaborative and inspirational leadership and delivery of learning. Analysing performance data and target setting. Creating, retaining and deploying effective staffing structures. Motivating, challenging, inspiring and empowering teams and individuals to achieve high performance, while prioritising continuous professional development.	Experience of Headship
Knowledge and understanding	
Understanding of high-quality education across the primary age range, and the importance of subject knowledge and subject pedagogy. Knowledge of effective school governance and able to effectively support the school's local governing body. Knowledge of best practice/evidence-based approaches to school improvement, leadership and governance. Transition arrangements between key stages and between primary and secondary phase. Knowledge of strategies to meet the needs of all pupils in a mixed primary setting. Up-to-date knowledge of education, pedagogy, cognitive science, effective classroom management strategies, OFSTED requirements and school systems locally, nationally and globally.	

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Skills and abilities

Articulate clear values and moral purpose, and lead by example with integrity, creativity, resilience and clarity.

Collaborate with the central team, other Headteachers and governors, and establish a culture of sharing best practice within the school and across the Trust.

Compellingly communicate the school's vision and drive the strategic leadership, with proven ability of implementing strategies.

Secure excellent teaching through an analytical understanding and knowledge of the core features of a successful classroom.

Support the development and training of staff, effectively challenging, inspiring and influencing others where appropriate.

Oversee and ensure a safe and well-ordered environment, ensuring excellent safeguarding practices.

Manage workloads effectively and lead teams through change with confidence and purpose.

Personal Qualities

Respect for the importance of education and schooling in shaping children's futures.

Sensitivity and understanding, to help build good relationships with pupils.

Commitment to best outcomes for all pupils and promoting the ethos and values of the school.

Maintaining confidentiality at all times.

Commitment to safeguarding pupil's wellbeing and equality.

Resilient, positive, forward looking and enthusiastic about making a difference.

General information

This job description details the main outcomes required and will only be updated to reflect **major changes** that impact on the outcomes of the job. It may be amended at any time in consultation with the postholder.

All work performed/duties undertaken must be carried out in accordance with relevant, Trust and Local Authority policies and procedures, within legislation, and with regard to the needs of our stakeholders and the diverse community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. This Job Description is not an exhaustive list.

Signed: Job Holder		Signed Manager:	
Print Name:		Print Name:	
Date:		Date:	