

## **JOB DESCRIPTION**

**POST:** Headteacher  
**LOCATION:** Willow Primary Academy  
**LEADERSHIP SCALE:** L16 – L20 (£75,049-£82,654)

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### **JOB PURPOSE**

To provide vision, ambition, leadership and direction at Willow Primary Academy, and its specialist resource provision The Piper Centre; ensuring it continues to develop and remain as a beacon of excellence in Gloucester.

### **MAIN DUTIES AND RESPONSIBILITIES**

The Headteacher will:

#### **Personal Qualities & Knowledge:**

- Be an excellent practitioner employing a caring ethos to ensure our children always come first
- Have the confidence and ability to maintain and develop the outstanding nature of our Academy
- Have proven management, interpersonal and teambuilding skills.
- Have an excellent knowledge of educating children with additional needs in mainstream settings
- Have knowledge and understanding of our local setting

#### **Pupils and Staff:**

- Manage the effective implementation and embedding of the agreed school vision and principles
- Create a culture of constant improvement and being an inspirational leader, committed to the highest achievement across all areas of the schools' work.
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including the use of subject leaders with relevant expertise and access to professional networks and communities
- Create a positive culture of support and high expectations, in order to achieve the school's Strategic School Development Plan, raise standards and improve the quality of teaching
- Develop and maintain a skilled workforce and highly motivated staff team
- Promote excellence in teaching and learning, ensuring a continuous and consistent focus on pupils' whole person achievement and development.
- Ensure that a high-quality educational experience is available for all children and young people
- Ensure that teaching in all year groups is improving
- Ensure that all children make good progress including where there are barriers to learning, through clear, consistent and excellent systems and provisions for all, actively promoting inclusion.
- Through robust and effective monitoring and evaluation, identify and act on areas of

improvement in relation to the curriculum and assessment.

- Develop an inclusive and supportive approach so that the school is place where all young people and the wider school community feel welcome
- Build a strong professional relationship with the CEO, School Improvement Lead and represent Willow Primary Academy with the Trust.

### **Leadership and Management**

- Ensure that the schools' systems, organisation and processes are in place and are efficient and fit for purpose. Meeting the needs of the curriculum and health and safety requirements
- Ensure a high standard of professional development for all staff and for self-including attending all mandatory training events.
- Instilling a culture of empathetic leadership.
- Work with senior colleagues to deploy all staff effectively to improve the quality of education provided.
- Welcome strong governance and actively support the Local Advisory Board to understand its role and deliver its functions effectively
- Provide timely and relevant information, including reports to the Director of Education, Trust Board and Local Advisory Board
- To work collaboratively with the other Headteachers across SAND Academies Trust and wider school communities.
- Understanding the importance of the unique challenges and opportunities that come with leading a diverse infant school.
- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community

### **Safeguarding**

- Provide a safe, calm and well-ordered environment for all pupils and staff, adhering to outstanding safeguarding practice, pupil behavior and attendance.
- Ensure that all policies and procedures are fully implemented and followed by all staff
- Work in partnership with the Trust Safeguarding Lead to oversee, review, and report on all safeguarding concerns, ensuring compliance with statutory guidance and Trust procedures
- Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner.

### **Professional Development to:**

- Undertake appropriate and regular training and development to maintain own knowledge and improve practice
- Keep up to date with current local and national educational developments
- Participate in regular performance reviews and self-evaluation
- Demonstrates a willingness to undertake any accredited qualification relevant to the role

## **GENERAL DUTIES**

- To work within the standards framework for Headteachers
- To maintain confidentiality and discretion regarding sensitive information
- To maintain the confidentiality of all records relating to staff and pupils, in line with the latest requirements of GDPR and the Freedom of Information Act
- To operate IT equipment as appropriate, and keep up to date with developments in IT
- To participate in the Academy's appraisal program`
- To represent the Academy in all areas as required in a professional and business-like manner

The job description allocates duties and responsibilities. It does not direct the particular amount of time spent carrying them out and no part of it may be so construed. The job description may be reviewed annually or earlier if necessary, and it may be subject to modification or amended after consultation with the post holder.

## **HEADTEACHER CONTACTS**

Staff, pupils, parents, LAB Governors and/or Trustees, School Improvement Team external & internal stakeholders, SAND Central Team.

## **EQUAL OPPORTUNITIES**

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the Academy's Equal Opportunities Policy.

This job description is not necessarily a comprehensive definition of the role, and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as may be required. The job description may be reviewed annually or earlier if necessary, and it may be subject to modification or amended after consultation with the post holder.

**PERSONAL SPECIFICATION**  
**Headteacher (Willow Primary Academy)**

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of being an outstanding classroom teacher</li> <li>• Substantial relevant and recent experience of whole Academy leadership</li> <li>• Evidence of personal professional development over the previous 5 years.</li> <li>• Working knowledge and understanding of Early Years.</li> <li>• A proven track record of leadership and management experience, ideally in a similar school setting with a high level of need.</li> <li>• Evidence of experience in supporting learners with additional needs and those who face barriers to learning</li> </ul>	<ul style="list-style-type: none"> <li>• NPQH or commitment to completing NPQH or equivalent</li> </ul>
Providing Vision & Strategic Direction	<ul style="list-style-type: none"> <li>• Experience of Academy self-evaluation and performance management processes to lead Academy improvement</li> <li>• A clear understanding of strategic planning</li> <li>• A commitment to developing an effective team culture that enables pupils and staff to excel</li> <li>• A clear knowledge of the Ofsted framework and commitment to sufficiently prepare for an inspection</li> </ul>	
Leadership	<ul style="list-style-type: none"> <li>• Ability to lead by example, inspiring staff and pupils to generate high standards of work</li> <li>• Ability to manage change successfully to improve standards, communicate well and be a compassionate leader.</li> <li>• Ability to delegate appropriately to ensure successful implementation of the Academy improvement plan</li> <li>• Experience of analysing data and using this analysis to inform planning and practice</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to demonstrate a commitment to developing others and an empathetic leader.</li> <li>• Understanding of our community.</li> <li>• Work closely with parents, carers and the local community to build positive relationships.</li> <li>• A strong understanding of the challenges faced by multicultural communities and the ability to lead a school in a way that is sensitive to cultural diversity.</li> </ul>	
Teaching & Learning	<ul style="list-style-type: none"> <li>• Demonstrates effective use of both innovative and traditional approaches to teaching and learning</li> <li>• Demonstrates an interest in a commitment to use of education research, identifying new evidence based initiatives to enhance pupil outcomes</li> </ul>	

	<ul style="list-style-type: none"> <li>• Demonstrates a clear understanding of high-quality teaching and learning and the ability to offer constructive guidance</li> <li>• Demonstrates a proven success in raising standards</li> <li>• Shows understanding of, and commitment to, inclusive education</li> <li>• Demonstrates a clear understanding of what constitutes a broad and balanced curriculum that meets statutory requirements and which is sufficiently well differentiated and resourced to meet the needs of all pupils</li> </ul>	
Additional skills and abilities	<ul style="list-style-type: none"> <li>• The ability to relate positively to pupils, colleagues, parents, governors and others who contribute to the work of the Academy</li> <li>• The communication skills needed to provide clear and accurate information and well-informed advice including managing difficult situations (this could be staff/stakeholders).</li> <li>• The ability to organise and manage work effectively i.e., being able to prioritise and organise tasks, make decisions, support and delegate when appropriate</li> <li>• To have high expectations of pupils' learning, attainment and behaviour and of one's own professional abilities and those of colleagues</li> </ul>	
Stakeholder engagement	<ul style="list-style-type: none"> <li>• The ability to communicate and network with other stakeholders for the benefit of the whole Academy</li> <li>• A record of supporting extracurricular activity and placing the Academy at the heart of the community</li> </ul>	
Knowledge & values of the Academy	<ul style="list-style-type: none"> <li>• The ability to demonstrate a commitment to the wider work of the Academy</li> <li>• The ability to identify with the Academy's values &amp; principles</li> </ul>	