

# Job Description and Person Specification

Job details			
<b>Job title</b>	<b>Headteacher</b>		
<b>School</b>	Coldfair Green Primary School		
<b>Location</b>	Judith Ave, Saxmundham, IP17 1UY		
<b>Weeks per annum</b>	Full time	<b>Permanent/ Fixed Term/ Temporary</b>	Permanent
<b>Grade</b>	L12 to L16 (£67,898 to £75,049)* additional considered for exceptional candidate		
<b>Responsible to</b>	CEO		
<b>Responsible for</b>	Non-teaching post		
<b>Effective date</b>	September 2026 or sooner	<b>Job Family</b>	Senior leadership

**\*Please note this is a September 2026 or sooner start date and whilst the closing date is Tuesday 17<sup>th</sup> March, we reserve the right to close the recruitment earlier, should a suitable candidate be found. We therefore encourage early applications.**

Purpose of the Role
The Headteacher will take a pivotal role in leading the school, working closely with the senior leadership team and central team at Evolution Academy Trust to develop our school in accordance with its shared values and our school development plans.
They will play a key role in wider school leadership, fostering a collaborative environment, asking critical questions, and finding innovative solutions, so that the school continues to thrive and improve.
As Headteacher they will promote and safeguard the welfare of children and young people within the school, inspire and motivate staff and pupils to achieve their full potential, and cultivate a positive and inclusive school culture that celebrates diversity and encourages respect.
They will lead by example, demonstrating integrity, resilience, and a commitment to continuous improvement, while engaging with parents, carers, and the wider community to build strong partnerships that support student success.

Job Description – main duties and responsibilities
<b>Leadership of Teaching and learning</b>
<ul style="list-style-type: none"> <li>Establishing a clear vision for the school and setting ambitious goals for pupil achievement and school improvement</li> <li>Oversee the development and implementation of a robust and inclusive curriculum that meets the needs of all pupils and aligns with educational standards</li> <li>Provide guidance and support to teachers to ensure high-quality instruction, including professional development opportunities and regular feedback</li> </ul>

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

## Leading people and strategic thinking

- 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
- 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

## Accountability

- Operate within regulatory frameworks and meet all statutory duties

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- 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

## 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

## 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

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Essential	Desirable
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>Qualified teacher status</li> <li>NPQH or working towards</li> </ul>	<ul style="list-style-type: none"> <li>NPQEL</li> <li>MA/MSC</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Substantial leadership experience in more than one setting and across at least two stages from EYFS, KS1 and KS2</li> <li>Experienced in contributing to collaborative activities with partner schools</li> <li>Experienced in leading a variety of curriculum areas including English or Maths as senior level in a primary context</li> <li>Experience of Early Years Foundation Stage</li> <li>Evidence of your own prioritisation of continuous professional development</li> <li>Experience of delivering high-quality CPD to staff in all roles in order to drive improvement in standards</li> <li>Experience in translating local and national policy into school context</li> <li>Experience in ensuring ambitious standards for all pupils</li> <li>Experienced in creating, developing and implementing efficient systems, policies and processes</li> <li>Experienced in developing rigorous systems for measuring and managing performance</li> <li>Experience of developing good working relationships with all stakeholders</li> <li>Proven track record of successful collaborative and inspirational leadership and delivery of learning</li> <li>Experience of analysing performance data and target setting</li> <li>Experience in monitoring and improving the quality of teaching and learning</li> <li>Experienced in creating, retaining and deploying effective staffing structures</li> <li>Experienced in motivating, challenging, inspiring and empowering teams and individuals to achieve high performance</li> </ul>	<ul style="list-style-type: none"> <li>Experience of Headship</li> </ul>
<b>Knowledge and understanding</b>	
<ul style="list-style-type: none"> <li>Understanding of high-quality education across the primary age range, and the importance of subject knowledge and subject pedagogy</li> </ul>	

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<ul style="list-style-type: none"> <li>Knowledge of effective school governance and able to effectively support the school's local governing body</li> <li>Knowledge of best practice/evidence-based approaches to school improvement, leadership and governance</li> <li>Transition arrangements between key stages and between primary and secondary phase</li> <li>Knowledge of strategies to meet the needs of all pupils in a mixed primary setting</li> <li>Up-to-date knowledge of education, pedagogy, cognitive science, effective classroom management strategies, OFSTED requirements and school systems locally and nationally</li> </ul>	
<b>Skills and abilities</b>	
<ul style="list-style-type: none"> <li>Able to enable a strong sense of accountability in staff</li> <li>Ability to articulate clear values and moral purpose</li> <li>Ability to lead by example, with integrity, creativity, resilience and clarity</li> <li>Ability to draw on the expertise of central team members, other headteachers and governors</li> <li>Able to compellingly communicate the school's vision and drive the strategic leadership, with proven ability of implementing strategies</li> <li>Ability to secure excellent teaching through an analytical understanding and knowledge of the core features of a successful classroom</li> <li>Ability to establish a culture and sharing of best practice with the school and across our Trust</li> <li>Skilled in creating an environment where staff and pupils are motivated, supported and able to develop</li> <li>Ability to support the development and training of staff</li> <li>Ability to oversee and ensure a safe and well-ordered environment, ensuring excellent safeguarding practices</li> <li>Ability to effectively challenge, inspire and influence others where appropriate</li> <li>Able to manage own workload and that of others</li> <li>Ability to lead, manage and successfully implement change</li> </ul>	

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Personal Qualities	
<ul style="list-style-type: none"> <li>• Enjoyment of working with children</li> <li>• Sensitivity and understanding, to help build good relationships with pupils</li> <li>• Commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding pupil's wellbeing and equality</li> <li>• Resilient, positive, forward looking and enthusiastic about making a difference</li> </ul>	
<b>General information</b> <ul style="list-style-type: none"> <li>• This job description details the main outcomes required and will only be updated to reflect <b>major changes</b> that impact on the outcomes of the job. It may be amended at any time in consultation with the postholder</li> <li>• 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</li> <li>• 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</li> </ul>	