



## Headteacher Job Description

### Job Details

**School:** Priory Primary Bedford

**Salary:** Headteacher Group 2. Range Minimum £61,534 to Maximum £83,860 \*

**Hours:** Full Time, Permanent

**Responsible to:** The Governing Body

### Core Purpose

To provide professional leadership, vision, and strategic direction for the school. The Headteacher is accountable to the Governing Body for the standards achieved, the culture and ethos, and the effective management of staff, pupils, and resources in accordance with statutory legislation and the Headteachers' Standards.

The Headteacher, working with the Governing Body, senior leadership team and school staff, will provide overall strategic leadership for the school:

- lead, develop and support the direction, vision, values and priorities of the school
- develop, implement and evaluate the school's policies, practices and procedures
- lead and manage curriculum, teaching and learning throughout the school
- ensure careful and effective implementation of evaluation and improvement strategies, which lead to sustained school improvement
- have overall responsibility and accountability for safeguarding and promoting the welfare of pupils and staff within the school
- demonstrate consistently high standards of principled and professional conduct

The following list of duties and responsibilities is not exhaustive but provides an indication of the main aspects of the role.

## Key Responsibilities

### 1. Strategic Leadership & Culture:

**Ethos:** Establish and sustain a culture of high expectations, integrity, and professional conduct across the entire school community.

**Culture:** Articulate a clear moral purpose focused on providing high quality education; demonstrate optimistic personal behaviour, modelling positive inclusive relationships and attitudes.

**Improvement:** Identify barriers to effectiveness and consistently look to implement evidence-informed strategies for timely, sustainable school improvement.

**Wellbeing:** Ensure that staff workload and wellbeing are central to all strategic decision-making and school policies.

**Professional Development:** Create a climate where excellence is the standard, promoting continuous professional development and nurturing emerging talent for succession planning. Equally applying this to the continued professional development of the Headteacher.

### 2. Curriculum and Teaching:

**Quality of Education:** Secure excellent teaching, understanding how pupils learn and ensure a robust curriculum design to respond to the school community's needs and characteristics.

**Curriculum Breadth:** Ensure a broad, structured, and coherent curriculum that meets National Curriculum and EYFS statutory requirements.

**Inclusion & SEND:** Promote practices that enable all pupils, including those with SEND, to access the curriculum and achieve ambitious outcomes.

**Assessment:** Implement valid and proportionate assessment systems to monitor pupil progress and inform teaching.

**Transitions and readiness to progress:** Ensure the curriculum facilitates smooth transitions between educational stages, equipping pupils for their next steps.

### **3. Organisational Effectiveness:**

**Systems & Processes:** Maintain efficient systems and policies that ensure the school operates effectively and transparently.

**Financial Management:** Exercise strategic, curriculum-led financial planning to ensure the equitable and effective use of public funds.

**Staff Management:** Lead and appraise staff through fair and transparent performance management, addressing underperformance while valuing excellence.

**Governance:** Support the Governing Body in delivering its functions, providing the necessary data and insights for them to hold the school to account.

**Partnerships:** Forge constructive relationships with parents, carers, and external stakeholders to champion best practices.

### **4. Safeguarding:**

**Lead Responsibility:** Act as the designated professional lead for safeguarding, ensuring a culture of listening to children and taking their welfare seriously.

**Compliance:** Ensure full compliance with the Children's Act, Statutory Guidance, and Bedford Borough Safeguarding Children Board.

**Safe Recruitment:** Oversee safe recruitment practices and clear whistleblowing procedures.

**Supervision:** Provide appropriate training and supervision for all staff, governors or others that come into contact with the schools' pupils regarding safeguarding policies and allegations management.

### **5. Partnerships and Networks**

**The LEaP Trust:** The Headteacher of Priory Primary will also be one of the Directors of the LEaP community trust with two other neighbouring primary schools. Contributing to the partnership activities of the LEaP Trust, to maximise opportunities and collaborative benefits for the joint school communities

**Professional Networking:** Participate in key networks to ensure the school is outward facing and engaged with other professionals and organisations; maintain the school's local profile, learning from and offering expertise towards communities of shared interest and practice.

**Note:** The post holder may be required to perform other duties as reasonably requested by the Governing Body.

*Priory Primary School has a strong commitment to safeguarding and promoting the welfare of children and young people and expects our new Headteacher to share and champion that commitment. The successful applicant will be required to apply for an Enhanced DBS check, Children's Barred List check, References and other checks.*

*The school reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.*

*\*The 7-point pay scale within the Group 2 is pending experience*

## Person Specification

<b>Qualifications, Skills, Experience</b>	<b>Criteria</b>	<b>Essential/Desirable</b>	<b>Assessment Method</b>
	National Professional Qualification for Headship (NPQH)	D	Application Form
	Teaching qualification	E	Application Form
	First degree or equivalent	E/D	Application Form
	Higher degree or equivalent	D	Application Form
	Proven leadership skills	E	Application Form/Interview Process/Reference
	Proven skills in strategic management including the management of the school budget	E	Application Form/Interview Process/Reference
	Excellent communication skills	E	Application Form/Interview Process/Reference
	Significant experience as a senior leader/ Headteacher within a school	E	Application Form/Interview Process/Reference
<b>Personal Attributes</b>	<b>Criteria</b>	<b>Essential/Desirable</b>	<b>Assessment Method</b>
Candidates will need to demonstrate that they can draw upon the attributes possessed and displayed by all successful and effective teachers in the context of their leadership and management roles,	Adaptability to changing circumstances and new ideas	E	Application Form/Interview Process/Reference
	Energy, vigour and perseverance	E	Application Form/Interview Process/Reference
	Enthusiasm	E	Application Form/Interview Process/Reference

including the criteria opposite:	Commitment, reliability and integrity	E	Application Form/Interview Process/Reference
	Creativity and imagination to anticipate and solve problems	E	
	Good judgement	E	Application Form/Interview Process/Reference

Knowledge & Understanding	Criteria	Essential/Desirable	Assessment Method
The selection panel will assess each candidate against the following criteria expecting candidates to demonstrate knowledge and understanding of each area and showing evidence of having applied, or an awareness of how to apply, this knowledge and understanding in the school context.	<b>Improving the life chances of children and young people</b>		
	Commitment to developing staff who have the necessary skills and knowledge to promote equality, respect diversity and challenge stereotypes to promote the rights of children and young people	E	Application Form/Interview Process/Reference
	Recognition of the role parents, carers and families play in helping children and young people succeed and thrive Comprehensive knowledge of <i>Keeping Children Safe in Education</i> (KCSIE) and statutory duties. Up to date knowledge of the SEND Code of Practice and inclusive classroom strategies. Ability to analyse pupil performance data to drive intervention and school growth.	E	Application Form/Interview Process/Reference
	<b>Shaping the future</b>		

	<p>Commitment to working with the Governing Body to develop a collaborative school vision which embraces excellence, high standards and inclusion.</p> <p>Understanding of the current national education landscape and upcoming legislative changes.</p>	E	Application Form/Interview Process/Reference
	<b>Leading learning and teaching</b>		
	<p>Commitment to developing flexible and effective approaches to learning and teaching which will lead to high standards.</p> <p>Deep understanding of the National Curriculum, EYFS statutory requirements, and "Quality First" teaching.</p>	E	Application Form/Interview Process/Reference
	<p>Adaptable leadership style, able to take a hands-on approach when needed while delegating effectively.</p>	E	Application Form/Interview Process/Reference
	<b>Developing self and working with others</b>		
	<p>Commitment to the development of all members of staff, including oneself</p>	E	Application Form/Interview Process/Reference
	<b>Managing the organisation</b>		
	<p>Commitment to developing the leadership and management skills of all staff to achieve strength in depth in the organisation of the school.</p>	E	Application Form/Interview Process/Reference

	Clear understanding of reviewing and managing school finances to support effective strategic decision making	E	Application Form/Interview Process/Reference
	<b>Securing accountability</b>		
	Commitment to developing school self-evaluation and accountability to ensure the school is working effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all its pupils.	E	Application Form/Interview Process/Reference
	<b>Strengthening community</b>		
	Commitment to working effectively with parents, external partners, other agencies and schools to support the learning of children and to define and realise the school's vision.	E	Application Form/Interview Process/Reference