

Job Description: Headteacher – Eastwood Primary School and Nursery

Salary: Leadership Pay Range HTG 3 (L18 – L24)

Contract type: Full time and permanent

Reporting to: Chief Executive Officer/Director of Education

Location: Eastwood Primary School & Nursery, within Tenacitas Trust

Responsible for: All staff within Eastwood Primary School and Nursery

Trust-wide remit: Opportunity for an exceptional candidate to lead on a trust-wide area, contributing expertise and capacity across Tenacitas Trust schools

Role Summary

Eastwood Primary School and Nursery is a warm, nurturing, ambitious and proud school at the heart of Tenacitas Trust. The Headteacher is fully responsible for securing high standards, a strong and caring culture, safe and compliant practice and excellent provision for all pupils from Nursery to Year 6.

A central priority for the role is to continue to strengthen the school's already strongly nurture-led ethos, while upholding clear routines, high expectations and consistent professional standards. The Headteacher leads with care, clarity and professional integrity. They uphold the school's ethos of Nurture, Grow, Achieve and model the trust values centred around tenacity, ensuring a calm, consistent and purposeful environment in which children and adults can flourish.

The Headteacher works within trust frameworks and is line managed by the CEO/Director of Education. They are expected to deliver a strong and ambitious curriculum, high-quality teaching and learning and inclusive, effective provision for all pupils, within a culture of high expectations delivered with genuine warmth. Inclusion and nurture sit at the heart of this role and are central to the school's identity and to the wider values of the trust.

As part of a developing trust, the Headteacher will build Eastwood's identity as a school that is inwardly strong and outwardly engaged, contributing to system leadership, champion nurture as a defining strength and help to shape a values-led model of primary excellence across Tenacitas.

Purpose of the Role

The Headteacher is responsible for the leadership, performance and culture of Eastwood Primary School & Nursery. They will:

- Provide strong, calm and values-led leadership
- Strengthen a consistent culture rooted in nurture, clarity and discipline
- Lead the curriculum from EYFS through KS1 and KS2 ensuring smooth transition and coherence
- Secure high-quality teaching and learning in all phases
- Deliver high standards for all groups of pupils
- Own the operational, compliance, safeguarding, health and safety and financial responsibilities of the school
- Ensure trust frameworks are implemented with precision
- Build strong relationships with families and the wider community
- Contribute positively to the wider work of Tenacitas Trust

The Headteacher leads with both compassion and expectation, balancing the nurturing identity of Eastwood Primary with the professional standards expected for the role.

Key Responsibilities

Culture, Behaviour and Ethos

The Headteacher will:

- Lead a safe, nurturing, calm and purposeful culture
- Ensure pupils feel known, valued and supported, with relationships that promote belonging, dignity and confidence
- Ensure expectations are understood and upheld by all staff, phases and pupils
- Model professionalism and consistency in all decisions
- Promote strong routines, predictable structures and warm relationships
- Build a sense of belonging, pride and collective responsibility
- Promote fairness, dignity and equal access for all children
- Engage families positively and maintain high levels of trust and communication
- Celebrate success, model humility and champion tenacity across the school

Teaching, Curriculum and Assessment

The Headteacher will:

- Deliver the trust's curriculum principles with precision
- Oversee the curriculum from EYFS to Year 6 ensuring alignment and progression
- Ensure early reading, phonics and early language development are prioritised and delivered to a high standard
- Strengthen EYFS to KS1 transition and maintain high expectations for early learning
- Ensure teaching is adaptive, responsive and ambitious for all pupils
- Use assessment intelligently to inform teaching
- Lead moderation, planning and high-quality subject leadership
- Secure strong outcomes for all pupils including disadvantaged pupils and those with additional needs
- Ensure consistency of approach across all year groups and phases

Inclusion, SEND and High-Quality Provision for All

The Headteacher will:

- Lead a school with inclusion at the heart of decision making
- Lead a culture where all pupils are valued, supported and challenged
- Ensure early identification and effective support for pupils with SEND
- Work in partnership with the trust's SEND, safeguarding and inclusion leads
- Ensure high quality provision for all pupils including those with additional vulnerabilities
- Ensure communication with families is clear, respectful and purposeful

Safeguarding and Wellbeing

The Headteacher will:

- Be the strategic safeguarding lead for the school
- Ensure statutory safeguarding duties are followed and embedded
- Ensure safeguarding is consistent, robust and audit-ready at all times
- Maintain high vigilance and reflective practice
- Promote staff wellbeing through clarity, manageable workload and dedicated support structures

Operations, Health and Safety, Compliance and Finance

The Headteacher will:

- Understand health and safety legislation and the strategic responsibility for the school
- Ensure the school estate is safe, well maintained and aligned to trust expectations
- Oversee operational systems including timetable, duty rotas, risk assessments and emergency procedures
- Ensure the maintenance of accurate and timely compliance records
- Ensure administrative, premises and support teams are well led and aligned to trust systems
- Lead workforce planning, recruitment, staffing deployment and cover models
- Make clear and balanced decisions with trust-aligned judgement
- Work with the CFO on budgets, forecasting, financial planning and resource deployment

Leadership and Management

The Headteacher will:

- Lead by example with humility, clarity and tenacity
- Build strong professional relationships with staff
- Provide honest, fair and consistent appraisal
- Support staff development in line with trust strategy
- Ensure staff understand their roles, responsibilities and expectations
- Maintain clear communication, routines and structures
- Lead with care, empathy, consistency and integrity
- Be a trusted and dependable leader within the trust and an active voice for wider decisions

The Headteacher will follow leadership direction from the CEO and Director of Education and work closely with other headteachers across the trust.

The Headteacher will maintain impartiality and ensure that all decisions and communications remain politically and ideologically neutral, grounded in fairness, evidence, and the best interests of pupils.

Governance and Accountability

The Headteacher will:

- Work within the trust's Scheme of Delegation
- Report to the Local Governing Body accurately and clearly
- Provide reliable data, commentary and analysis for governors
- Work in partnership with the Director of Education to drive improvement
- Ensure governance receives honest insight into strengths and areas for development

Trust Contribution

The Headteacher will:

- Have the opportunity to lead a trust-wide remit based on trust need and personal strengths
- Contribute to trust wide strategy, development and leadership initiatives
- Collaborate with other schools in the trust
- Model the Tenacitas Leadership Charter
- Support the trust's drive for uniting our community
- As the trust develops, the role will offer wider leadership opportunities that reflect the strengths and ambitions of the successful candidate

Safeguarding and Compliance

Tenacitas Trust promotes fairness, dignity and equal access for all pupils and staff. The trust will uphold all statutory responsibilities relating to safeguarding, safer recruitment, health and safety, GDPR and all other compliance duties.

Note: This job description outlines the main responsibilities of the role. Other reasonable duties may be required in line with the position of Headteacher. It may be reviewed and amended at any time following discussion with the post holder.

Additional Information

The successful candidate will:

- Meet the expectations set out in the Department for Education's Headteachers' Standards (2020).
- Embrace the vision and values of Tenacitas Trust, working in partnership with the CEO, Trust Board, and Local Governing Body.
- Lead by example, demonstrating tenacity, authenticity, and purpose in pursuit of the best possible outcomes for pupils and staff.

Person Specification

Qualifications and Training

Criterion	Essential	Desirable
Qualified Teacher Status (QTS)	✓	
Educated to degree level or equivalent	✓	
NPQH completed or in progress	✓	
Evidence of sustained professional learning and leadership development	✓	
Higher-level qualification in education or leadership, e.g. Masters or NPQEL		✓
Evidence of contribution to leadership networks		✓

Experience

Criterion	Essential	Desirable
Successful senior leadership experience in a primary school	✓	
Proven record of improving outcomes and leading measurable school improvement	✓	
Experience of developing inclusive practice, SEND provision and early identification	✓	
Experience of strengthening behaviour, routines and staff culture	✓	
Experience of overseeing curriculum and teaching across EYFS, KS1 and KS2	✓	
Experience of developing staff and building leadership capacity	✓	
Experience of working with governors/trustees and understanding external accountability	✓	
Experience of overseeing school-level operations (duties, rotas, risk, estate)	✓	
Experience of leading or contributing to Health and Safety responsibilities	✓	
Experience of contributing to school finance: budgeting, forecasting or resource planning	✓	
Experience of leading HR processes (recruitment, capability, attendance, expectations)	✓	
Experience of working within a multi-academy trust		✓
Experience of supporting or leading school-to-school improvement		✓
Experience of contributing to wider educational or LA initiatives		✓

Knowledge and Understanding

Criterion	Essential	Desirable
Strong understanding of primary pedagogy and curriculum design	✓	
Deep knowledge of inclusive practice and SEND	✓	
Knowledge of EYFS and early literacy/phonics	✓	
Understanding of behaviour principles and culture-building	✓	
Strong awareness of safeguarding, safer recruitment and statutory duties	✓	
Understanding of workload, clarity and supportive structures	✓	
Awareness of Ofsted EIF and national expectations	✓	
Understanding operational systems – timetables, duties, logistics/organisation, daily planning	✓	
Understanding of compliance, H&S, risk assessments, estates and statutory returns	✓	
Understanding of school finance mechanisms, budget monitoring and value-for-money	✓	
Understanding of key HR expectations: staffing, absence, recruitment, line management, appraisal and professional conduct frameworks	✓	
Understanding of the Southend and Essex context		✓

Skills and Abilities

Criterion	Essential	Desirable
Strong, visible, values-led leadership	✓	
Excellent communication and people skills	✓	
Ability to build trust, relationships and unity	✓	
Ability to coach, support and challenge staff	✓	
Ability to analyse assessment information and use data intelligently	✓	
Ability to manage competing priorities calmly	✓	
Ability to translate vision into clear, practical action	✓	
Ability to challenge directly, kindly and fairly	✓	
Ability to oversee and maintain safe, compliant operational systems	✓	
Ability to interpret financial information and make sound decisions on resourcing	✓	
Ability to lead HR processes with clarity, fairness and professionalism	✓	
Ability to maintain accurate records for safeguarding, H&S, compliance and operations	✓	
Ability to lead or contribute to a trust-wide development area		✓

Personal Qualities and Leadership Style

Criterion	Essential	Desirable
Warm, compassionate and visible leadership style	✓	
Balances nurture with ambition and accountability	✓	
Demonstrates tenacity, resilience and moral purpose	✓	
Models Tenacitas Trust values	✓	
Embodies the trust leadership charter	✓	
Leads with authenticity, optimism and integrity	✓	
Calm, reflective and steady under pressure	✓	
Committed to personal and professional growth	✓	
Confident ambassador for school and trust		✓

Commitment and Ethos

Criterion	Essential	Desirable
Deep commitment to safeguarding and welfare	✓	
Commitment to fairness, dignity and equal access	✓	
Committed to transparency and clarity	✓	
Belief in high expectations delivered kindly	✓	
Dedicated to trust culture of tenacity and integrity	✓	
Commitment to collaboration and shared purpose	✓	
Leadership or contribution to sector-wide initiatives		✓