



## **JOB DESCRIPTION**

**Job Title:** Headteacher (Group 3 school)

**Job Location:** Hetton Lyons Primary School

**Responsible to:** Board of Trustees/ CEO

### **Purpose**

As a Headteacher, you will play the lead role in the strategic leadership and management of the school. You will have responsibility for leading all areas of the school's development and securing high standards of education and achievement for all pupils. This role provides an exciting opportunity for a talented and motivated leader to work closely with teachers, parents, local academy committee, and the wider community to ensure the school meets national educational standards and regulatory requirements, drive continuous improvement and foster a supportive atmosphere where children can thrive academically, socially, and emotionally.

### **Key Duties and Responsibilities**

As Headteacher, you will be responsible for the strategic leadership and operational management of the school. Key responsibilities include:

#### **Strategic Leadership and Management:**

- Provide strategic direction and vision for the school that reflects the ethos and vision of the Trust.
- Promote a positive school culture and ethos.
- Develop and implement the school's vision and strategic plan in collaboration with staff, the local academy committee, and the wider school community.
- Provide leadership that promotes the highest standards of achievement, personal development, and well-being.
- Ensure compliance with national education standards, legislation, and Ofsted requirements.
- Foster a culture of continuous improvement and high expectations for pupils and staff.

#### **Quality of Education:**

- Develop and implement teaching and learning policies to meet national educational standards.
- Lead curriculum development and innovation to meet the needs of all learners.
- Monitor and evaluate the quality of teaching, learning, and assessment to ensure high standards of pupil achievement.
- Use data effectively to track progress and inform school improvement strategies.
- Develop an inclusive school environment that is conducive to learning.

#### **Pupil Wellbeing:**

- Ensure a safe, inclusive, and stimulating environment where every child can thrive academically, socially, and emotionally.

- Champion the inclusion and wellbeing of all pupils, with particular attention to children with SEND, ensuring that targeted support and interventions meet their academic, social, and emotional needs.
- Work closely with staff, families, and external agencies to ensure children in The Den and main school receive tailored support and opportunities to thrive.
- Promote the highest standards of behaviour, safeguarding, and pastoral care.

#### **Staff Development and Management:**

- Lead, inspire, and manage a team of teaching and support staff.
- Oversee professional development to promote a culture of lifelong learning and growth among staff.
- Implement effective performance management systems to support and challenge staff appropriately.
- Ensure staff are deployed and managed effectively, with attention to workload and retention.

#### **Community Engagement:**

- Build strong partnerships with parents, carers, the local academy committee, and the local community.
- Actively promote the school's values and ethos within the wider community.
- Liaise with external agencies, including educational bodies.
- Engage stakeholders in supporting the school's development and success.

#### **Financial and Operational Management:**

- Oversee the effective management of the school's budget, resources, and facilities.
- Ensure the school remains compliant with all legal, health and safety, and safeguarding requirements.
- Work with the Trust and Local Academy Committee to ensure financial and operational stability and compliance.

**The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.**

**The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust**

**The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of the Trust's records and information.**

**The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other policies.**

**The postholder must comply with the Trust's Health and Safety rules and regulations and with Health and Safety legislation.**