

**Head of School:** Wooburn Green Primary School

**Salary:** L8 – L12

**Required from:** January 2027

### About this Role

Do you have the courage and creativity to inspire a team, empower children, and take our school on the next stage of its journey? We seek a dynamic, inspirational and dedicated Head of School who believes in providing the very best education for all children to lead Wooburn Green Primary School into a bright and exciting future. The ideal candidate will value positive relationships with pupils, staff and the wider community. We are committed to fostering leadership growth and professional development, providing you with the tools and mentorship necessary to succeed in this exciting position, under the guidance of an Executive Headteacher and the Trust Leadership Team. This is an excellent opportunity for an experienced senior leader to make a real difference, within a supportive leadership structure.

### Job Purpose:

To work in collaboration with the Executive Headteacher to lead, develop and manage the school effectively and efficiently, providing clear vision and positive, incisive and purposeful leadership and educational direction. The role offers the chance to lead in a supportive and forward-thinking environment, where innovation and collaboration are highly valued.

To ensure the highest possible quality of education, range of educational opportunities and standards of progress and attainment for all pupils in this diverse school.

### Key Responsibilities:

#### Strategic direction and development of the school:

- Working with the Executive Headteacher, Governing Board, Trust Leadership Team and Trustee Board to provide vision, leadership and a clear strategic direction for the school

- Formulate the overall aims and objectives of the school and policies and programmes for their implementation
- Provide dynamic and visible leadership within the school on a daily basis.
- Implement and monitor Trust and school improvement priorities in line with the GLT's strategic plan.
- Secure the commitment of staff, pupils, parents and the wider community to the vision and direction of the school, in which everyone is valued
- Ensure that the management, organisation and administration of the school support its vision and aims
- Establish a positive ethos of commitment to high achievement and an inspirational learning environment
- Develop positive relationships and communication with parents, carers and the wider community to strengthen the school's partnership with all stakeholders
- Ensure that safeguarding is of the highest priority, within a culture of vigilance
- Create an outward facing school that works with other schools and organisations - in a climate of mutual challenge and support - to champion best practice and secure excellent progress and achievements for all pupils

### **Teaching and Learning**

- Ensure consistently high standards of teaching, learning and assessment across the school.
- Oversee curriculum delivery, ensuring it is broad, balanced, inclusive and aligned with MAT expectations.
- Monitor and evaluate pupil progress, ensuring effective interventions and targeted support.

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equity and equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- Address areas for improvement identified in the school's Self-Evaluation Form and School Improvement Plan
- Promote and secure great teaching, accelerated progress and exemplary behaviour for learning within a strong safeguarding culture
- Monitor and evaluate the quality of teaching and learning and achievement of all pupils, including those with special educational needs
- Utilise technology to enhance learning outcomes
- Prioritise children's mental health and wellbeing to develop the whole child

### **Leading and Managing Staff**

- Work with the Executive Headteacher, Governing Board and the Great Learners Trust to recruit staff of the highest quality
- Deploy and manage teaching and support staff
- Distribute leadership, ensuring that colleagues have distinct roles and responsibilities and hold each other to account for their decision-making
- Implement and sustain effective systems for the management of staff performance, incorporating targets for teachers relating to pupils' achievement
- Facilitate and initiate new ideas and encourage development in the curriculum and technology
- Hold all staff to account for their professional conduct and practice

### **Efficient and Effective Deployment of Staff and Resources**

- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other

- Under the guidance of the Executive Headteacher, set appropriate priorities for expenditure, allocating funds and ensuring effective administration and control
- Manage and organise the school site efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Ensure all staff, volunteers and others that work with children are safe by following appropriate procedures

### **Accountability**

- Use data and evidence to drive school improvement and report progress to the Executive Headteacher, the Governing Board and the Trust.
- Create and develop an organisation in which all staff recognise that they are accountable for the success of the school
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences
- Ensure parents and pupils are well informed about the curriculum, attainment and progress, and about the contributions that they can make.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the school.