



Headteacher- Job Description

School: Harlowbury Primary School

Salary: L17-L23-group (negotiable depending on experience)

Responsible to: Governing Body

Responsible for: All staff and pupils

Introduction

Harlowbury Primary School is a welcoming, inclusive and ambitious primary school at the heart of its local community. We pride ourselves on our nurturing ethos, strong relationships and high expectations for every child. Our pupils are enthusiastic learners, our staff are dedicated professionals and our families are engaged partners in school life.

The Governing Body is seeking an inspirational and strategic leader who will build on our strengths and lead Harlowbury confidently into its next phase of development. We are looking for a Headteacher who understands the importance of balancing academic excellence with wellbeing, inclusion and character development, and who can unite staff, pupils, parents and governors behind a shared vision for continued improvement.

Purpose of the Role

The Headteacher will provide clear and principled leadership to secure sustained school improvement and ensure that every pupil receives a high-quality, inclusive education.

The Headteacher will be responsible for setting the strategic direction of the school, developing an aspirational culture, and ensuring that systems, staffing and resources are aligned to deliver excellent outcomes. They will model professional integrity, foster a positive working environment and ensure that safeguarding and pupil wellbeing underpin all decision-making.

Key Responsibilities

1. Strategic Leadership and School Culture

The Headteacher will:

- Develop and articulate a compelling vision for Harlowbury Primary that reflects the school's context and community.
- Build a culture of high expectations where pupils and staff are encouraged to strive for excellence.
- Ensure that inclusion, equality and respect are embedded in everyday practice.
- Lead by example, demonstrating integrity, transparency and professionalism.
- Promote a culture of collaboration, reflection and continuous improvement.
- Ensure safeguarding is embedded within the school's ethos, policies and daily practice.

This includes shaping a climate where children feel safe, valued and confident, and where staff feel supported, trusted and motivated.

2. Quality of Education (Teaching and Learning)

The Headteacher will:

- Establish consistently high standards of teaching and learning across the school.



- Ensure teaching is informed by research and best practice.
- Monitor the quality of teaching through robust but supportive systems.
- Provide constructive feedback and targeted support to staff.
- Promote high expectations for all pupils, including the most able, disadvantaged pupils and those with SEND.
- Ensure early identification of underperformance and implement effective intervention strategies.

The Headteacher will foster professional dialogue about pedagogy and create a learning community where staff continuously refine their practice.

3. Curriculum and Assessment

The Headteacher will:

- Lead the ongoing development of a broad, balanced and ambitious curriculum that reflects Harlowbury's values and community.
- Ensure that curriculum sequencing builds knowledge and skills progressively from EYFS to Year 6.
- Oversee effective assessment systems that inform teaching and support pupil progress.
- Ensure the curriculum promotes not only academic achievement but also cultural capital, enrichment and personal development.
- Regularly evaluate curriculum impact and adapt provision in response to evidence.

The Headteacher will ensure that curriculum design and delivery meet statutory requirements and are responsive to the needs of all learners.

4. Behaviour, Attitudes and Personal Development

The Headteacher will:

- Establish clear and consistent expectations for behaviour and conduct.
- Promote positive relationships and restorative approaches where appropriate.
- Ensure pupils develop resilience, confidence and respect for others.
- Prioritise attendance and punctuality through proactive engagement with families.
- Champion pupils' wellbeing, mental health and safeguarding.
- Ensure pupils are prepared for the next stage of education and life in modern Britain.

The Headteacher will ensure that the school environment is orderly, calm and purposeful, enabling effective learning.

5. Inclusion, SEND and Disadvantage

The Headteacher will:

- Ensure inclusive practice is central to all aspects of school life.
- Promote high aspirations and equitable outcomes for pupils with SEND and those facing disadvantage.
- Oversee effective use of Pupil Premium and other targeted funding.
- Ensure statutory duties regarding SEND and safeguarding are fully met.
- Work collaboratively with external agencies and professionals to secure the best outcomes for vulnerable pupils.

The Headteacher will create systems that identify and remove barriers to learning.



6. Staff Development and Wellbeing

The Headteacher will:

- Create a culture of professional growth and learning.
- Identify and develop leadership potential within the staff team.
- Ensure appraisal and performance management processes are fair, rigorous and developmental.
- Provide access to high-quality CPD aligned with school priorities.
- Promote staff wellbeing and manage workload effectively.
- Foster a culture of trust, accountability and open communication.

The Headteacher will build leadership capacity to ensure sustainable improvement.

7. Organisational and Financial Management

The Headteacher will:

- Ensure effective financial planning and prudent use of resources.
- Lead strategic staffing decisions to meet the needs of the school.
- Ensure compliance with statutory, safeguarding and health and safety requirements.
- Oversee the effective deployment of support staff.
- Manage risk and ensure operational efficiency.
- Ensure the school premises support a high-quality learning environment.

The Headteacher will work closely with the School Business Manager and governors to ensure long-term sustainability.

8. Governance and Accountability

The Headteacher will:

- Develop a strong professional partnership with the Governing Body.
- Provide accurate and timely reports on performance and progress.
- Ensure that governors are equipped to fulfil their strategic responsibilities.
- Prepare effectively for external accountability, including inspection.
- Ensure transparency and clear communication with stakeholders.

The Headteacher will foster a culture of shared accountability and strategic challenge.

9. Partnerships and Community Engagement

The Headteacher will:

- Strengthen partnerships with parents and carers.
- Ensure effective communication systems that promote engagement and trust.
- Represent Harlowbury positively within the local authority and wider education community.
- Build collaborative relationships with other schools and external partners.
- Promote the school's reputation and celebrate achievements.

The Headteacher will ensure that Harlowbury remains a central and valued part of its community.



Person Specification

Essential Criteria

Qualifications

- Qualified Teacher Status (QTS)
- Degree or equivalent qualification
- Evidence of sustained professional development
- NPQH (or commitment to achieve within agreed timeframe)

Professional Experience

- Successful senior leadership experience in a primary school
- Demonstrable impact on raising standards and improving pupil outcomes
- Experience of leading whole-school change and improvement
- Experience of managing and developing staff teams
- Experience of budget oversight and resource allocation
- Experience of working collaboratively with governors

Knowledge and Understanding

- Strong understanding of primary curriculum design and assessment
- Knowledge of safeguarding legislation and statutory responsibilities
- Secure understanding of inclusive practice and SEND requirements
- Awareness of current educational developments and policy
- Understanding of school finance and accountability frameworks

Skills

- Ability to articulate a clear vision and inspire others
- Strategic planning and implementation skills
- Data analysis and evaluative skills
- Excellent interpersonal and communication skills
- Effective problem-solving and decision-making
- Ability to build strong professional relationships

Personal Qualities

- Integrity, honesty and ethical leadership
- Commitment to inclusion and equality
- Resilience and emotional intelligence
- Approachability and visibility within the school community
- Reflective and open to challenge
- Strong moral purpose focused on improving life chances for children