

TONGE MOOR PRIMARY ACADEMY HEADTEACHER JOB DESCRIPTION

JOB TITLE: Headteacher

RESPONSIBLE TO: Chief Operating Officer (Education Director)

RESPONSIBLE FOR: The strategic leadership, educational standards, operational management and safeguarding of Tonge Moor Primary Academy.

PURPOSE OF JOB: To provide inspirational and strategic leadership for Tonge Moor Primary Academy, securing the highest standards of education, safeguarding and personal development for all pupils. The Headteacher will lead the Academy in delivering its vision to Achieve, Inspire and Motivate, promoting the values of Honesty, Friendship, Love, Teamwork, Trust and Forgiveness, whilst contributing to The Quill CofE Trust vision of Enlightening, Empowering and Evolving Generations Through Education. Working in partnership with the Trust, governors, staff, pupils and families, the Headteacher will foster a culture of excellence, inclusion and aspiration where every child is supported to thrive and achieve their full potential.

DUTIES:

A: LEADERSHIP

- Provide strategic leadership for the academy, ensuring that all activities contribute towards achieving the school's vision and improvement priorities.
- Communicate and model the Academy's AIM vision and values, creating a culture of aspiration, inclusion and excellence.
- Promote the vision, values and strategic priorities of The Quill CofE Trust.
- Develop, implement and evaluate the School Development Plan to secure continuous improvement.
- Lead and inspire staff to deliver exceptional outcomes for all pupils.

- Motivate and work with others to create a positive culture consistent with the Academy and Trust values.
- Develop leadership capacity across the academy and establish clear succession planning.
- Ensure effective communication and collaboration with Trust leaders, Governors and other stakeholders.
- Lead organisational change effectively and secure commitment to improvement.
- Act as a visible and approachable leader within the academy community.

B: LEADING LEARNING AND TEACHING

- Provide strategic leadership for curriculum design, implementation and evaluation.
- Ensure a broad, balanced, ambitious and knowledge-rich curriculum that meets the needs of all learners.
- Secure excellent teaching and learning through effective monitoring, coaching and professional development.
- Develop and maintain a culture of consistently high expectations for achievement and behaviour.
- Ensure robust systems are in place for assessment, monitoring and improvement planning.
- Use school and national performance data to evaluate effectiveness and drive improvements.
- Create opportunities for pupils to develop independence, resilience, confidence and leadership skills.
- Promote inclusion and ensure effective provision for pupils with SEND, disadvantaged pupils and vulnerable learners.
- Ensure pupils' personal development is prioritised and embedded throughout the curriculum.
- Develop a love of learning that enables pupils to flourish academically, socially and emotionally.

C: DEVELOPING SELF AND WORKING WITH OTHERS

- Be an exceptional role model for pupils, staff, parents and the wider community.
- Develop and maintain a culture of trust, teamwork and professional growth.
- Promote a working environment where staff feel valued, supported and empowered.
- Provide high-quality coaching, mentoring and professional development opportunities.
- Identify and nurture future leaders.
- Develop and maintain effective systems for staff induction, appraisal and performance management.
- Acknowledge, celebrate and share achievements across the academy.

- Demonstrate commitment to personal professional development and reflective practice.
- Promote staff wellbeing and encourage a healthy work-life balance.
- Build effective working relationships based on honesty, respect, compassion and accountability.

D: SECURING ACCOUNTABILITY WITH GOVERNORS AND THE TRUST

- Work closely with Governors, Trustees, the CEO and Trust Executive Team.
- Provide objective professional advice and accurate evaluations of academy performance.
- Lead rigorous school self-evaluation and improvement planning.
- Ensure compliance with all statutory requirements.
- Develop clear systems of accountability across the academy.
- Ensure individual and team responsibilities are clearly defined and reviewed.
- Provide regular reports regarding pupil achievement, quality of education, safeguarding, staffing and financial performance.
- Support Governors in fulfilling their strategic and statutory responsibilities.
- Maintain transparency, integrity and professional accountability in all aspects of leadership.

E: STRENGTHENING COMMUNITY

- Act as the public face and key ambassador for Tonge Moor Primary Academy.
- Develop strong partnerships with parents, families, churches, community organisations and external agencies.
- Create a culture where relationships, belonging and inclusion are at the heart of academy life.
- Engage effectively with all stakeholders and value their contributions to the academy's development.
- Celebrate the diversity and strengths of the communities served by the academy.
- Maintain effective transition arrangements with partner schools and educational settings.
- Ensure pupils have opportunities to contribute positively to the local and wider community.
- Support Trust-wide collaboration and school-to-school improvement.
- Promote and uphold the values and ethos of The Quill CofE Trust within the local community.
- Regularly attend academy and Trust events and support wider Trust initiatives.

F: SAFEGUARDING, INCLUSION AND OPERATIONAL EFFECTIVENESS

- Ensure safeguarding and promoting the welfare of children is the highest priority.

- Maintain robust safeguarding systems and procedures in line with statutory guidance.
- Ensure all staff understand and fulfil their safeguarding responsibilities.
- Lead a culture where pupils feel safe, respected and supported.
- Promote equality, diversity and inclusion across all aspects of academy life.
- Ensure effective SEND provision and early intervention support.
- Lead strategic financial planning and ensure resources are deployed effectively to maximise educational outcomes.
- Ensure compliance with health and safety requirements.
- Maintain an effective, safe and stimulating learning environment.
- Ensure the academy's resources, staffing and facilities support the delivery of high-quality education.

TONGE MOOR PRIMARY ACADEMY HEADTEACHER PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Experience	• Qualified Teacher Status. • Degree qualification. • NPQH or equivalent leadership qualification • Significant successful senior leadership experience within a primary school setting. • Experience of leading school improvement resulting in sustained improvements in pupil outcomes. • Evidence of successful leadership of teaching and learning. • Experience of managing staff and resources effectively. • Proven record of delivering professional development and developing others' leadership capacity. • Evidence of successfully improving pupil attendance, behaviour and attitudes to learning.	• Understanding of governance and accountability within a Multi Academy Trust structure. • Experience of supporting other schools. • SLE status in Early Years leadership.

Teaching and Learning	• Excellent knowledge of whole school curriculum design and effective pedagogy. • Proven ability to interpret and use a range of quantitative and qualitative evidence to evaluate effectiveness and drive improvement to accelerate pupil progress. • Ability to provide and sustain an inclusive environment for all pupils. • Understanding of Early Years pedagogy, provision and transition. • Excellent understanding of improvement strategies that best support pupils from disadvantaged backgrounds. • Successful experience of establishing a culture of high expectations and high performance amongst staff and children alike, leading to excellent standards of teaching and learning and positive learner experience. • Experience of working with staff and outside agencies to ensure continuity and progression within a broad and balanced curriculum. • Commitment to high expectations and achievement for all pupils. • Experience of using evidence-informed practice and educational research when implementing a new teaching and learning strategy.	• Experience of leading curriculum innovation. • Led and developed pupil premium reports and strategies that have led to good pupil outcomes • Experience of leading inclusion and SEND. • Ability to coach others towards excellent classroom practice.
Leadership Skills and Abilities	• Ability to inspire, motivate and develop staff. • Proven ability to lead change and secure improvement. • Proven experience of team leadership across a Primary school setting • Experience of developing leadership capacity in others. • Strong communication and interpersonal skills. • Ability to build effective partnerships. • Experience of managing accountability and performance systems. • Experience of monitoring teaching and learning across the school. • Experience of leading teams during an Ofsted Inspection. • Proven ability to achieve value for money through effective financial leadership.	• Experience of providing school to school support • Experience of working with Trust leaders to develop Academy and Trust Improvement Projects • Experience of working collaboratively with other Headteachers on improvement projects. • Experience of delivering professional development beyond own school. • Experience of one or more of the following leadership roles: • Designated Safeguarding role. • SENDCO • Whole School Curriculum Lead • Behaviour Lead

	- Significant experience of strategic planning, self-evaluation and school improvement planning. - Successful experience of leading and embedding a strong safeguarding culture across a school. - Experience of working effectively with Governors or Trustees/Directors and contributing to strategic governance.	
Personal Qualities	- Demonstrates integrity, resilience and professionalism. - Visible and compassionate leader. - Experience of building positive relationships with parents, families and external agencies to improve outcomes for children. - Commitment to inclusion and equality. - Ability to work under pressure and prioritise effectively. - High levels of emotional intelligence. - Ability to demonstrate enthusiasm and commitment to the profession. - Experience of identifying needs and setting priorities. - Ability to work autonomously and as part of an inclusive team. - Ability to work flexibly to meet deadlines and respond to unplanned situations. - Good time management. - Good record of attendance and punctuality.	Experience of leading through significant whole school change.
Values and Ethos	- Commitment to uphold the Academy vision and values. - Commitment to the Trust vision and values. - Ability to create a culture where children and adults flourish. - Demonstrable experience of creating a positive culture that promotes staff wellbeing, retention and professional development. - Demonstrate commitment to child centred education. - Demonstrate commitment to involving parents as partners in the education process. - An ability and commitment to develop and maintain the Christian ethos of the Trust.	Evidence of involvement in faith-based or values-led education.
Other	- Commitment to safeguarding and promoting the welfare of children and young people. - Commitment to equal opportunities and inclusion.	

	• Commitment to health and safety. • Commitment to continued professional development. • Compliance with Data Protection legislation and GDPR requirements. • Current safeguarding qualification. • Driving licence and car access.	
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