

Co-headteacher

Job Description



Reach Schools

CHOICE & OPPORTUNITY
FOR EVERY CHILD

Role Details

Role name: Co-headteacher

Employer: Reach Schools

Start date: September 2026

Salary: £77,218-£90,549

Contract: Full-time, permanent

Pension: TPS

Accountable to: Trustees

Based: Feltham, London

Reports to: CEO

Responsible for: Primary Phases / all-through shared responsibilities

Role Summary

Reach Schools is a visionary trust based in west London.

This is a role where the Co-headteacher will do whatever it takes to ensure that pupils are on a path to a life of choice and opportunity.

The Co-headteacher is jointly responsible for all aspects of the running of the school.

They oversee all aspects of the operation and strategy and will, at times, take on a wide variety of roles and responsibilities, informed by the organisation's needs.

More than any other in the school, this is a role where the incumbent will do whatever it takes to ensure that pupils are on a path to a life of choice and opportunity.

You embody the Reach values, acting as a role model for pupils, their families and your colleagues at all times.

In addition to all elements within this job description you may, at any time, be deployed to undertake other duties as the CEO deems necessary.

Main Responsibilities



Strategic Leadership

- You work in alignment with the Co-Headteacher for the secondary phases through a dialogue of mutual respect and challenge in pursuit of the school's mission;
- You work in consultation with the CEO and the rest of the Reach Schools central team through a dialogue of mutual respect and challenge in pursuit of the school's mission;
- You lead by example, working with the co-headteachers of Reach Academy Feltham and any other schools which the CEO directs you to, in a model of vibrant collaboration, challenge and support;
- You are innovative and understand the opportunities and challenges of starting a school;
- You proactively seek to establish the Reach Academy Hanworth Park brand both nationally and locally;
- You take joint responsibility for setting the strategic direction, with support from the Executive Leadership Team, for the maintenance of the school building and premises;
- You build a local and national network of colleagues who can support and challenge you. You represent the school in public forums to the very best of your ability;
- You will be central to the strategic and operational set-up of the SEN Centre;
- You will remain abreast of key political, policy and local area updates and changes, disseminating information to staff as needed.

Educational Excellence

- You will be an excellent classroom practitioner and will be able to lead and drive the planning of exceptional CPD for all staff;
- You jointly set the trajectory for pupil attainment across the school and ensure that progress towards those goals is sufficient and sustained through curricula models, quality of teaching and performance of pupils in formative and summative assessments;
- You are fully accountable for achieving excellent outcomes for all pupils in the primary year groups;
- You ensure that behaviour and attendance are excellent in all areas of the school, with a focus on pupils in the Primary year groups, and you set the vision and accountability systems for both pupils and staff to ensure that this is always the case;
- You support the Co-headteacher (Secondary) to ensure that pupil destinations post-16 are the very best option for each pupil by creating systems for careers education, support, and challenge which begin way before the sixth form.

Resource Management

- You deploy resources across the school to ensure that all pupils can achieve the targets set for them and any barriers are removed;
- You are responsible, with support from the COO, CFO and CEO, for ensuring that financial systems and processes are robust and decisions ensure sustainability;
- You take joint responsibility for ensuring that all pupil' places in the Primary phase are full at all times and attrition from Y6 to Y7 and Y11 to Y12 is minimal (less than 10% per year).

Main Responsibilities



Accountability and Governance

- You are fully accountable for all reporting to the Local Governing Body and any associated tracking for the Primary phase;
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you came into contact;
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the Trust premises and when they are engaged in authorised Trust activities elsewhere;
- You are responsible, alongside the Central team, for ensuring that necessary construction conversations are taking place, in relation to the building project, in a timely manner, and that you are working with local stakeholders;
- You are responsible for health and safety, risk assessment and deploying resources to ensure the premises and site are both safe and provide an excellent learning environment;
- You are responsible, with support from the DSL for ensuring that all safeguarding procedures are robust;
- You are responsible for providing any necessary information to the Co-headteacher (Secondary), along with the COO and the CFO, so that all policies, data returns, audits and DfE requirements are met;
- You will fully participate in your own appraisals and will lead meaningful appraisals for your team;
- You engage fully with school and trust policies and ensure that they are followed.

Remarkable People

- You ensure that all members of staff employed in the Primary phase know what their role encompasses, what their responsibilities are and you ensure robust systems are in place to hold them to account and help them to be successful in their roles;
- You celebrate staff successes and manage underperformance in a timely and sensitive manner, always holding the vision of the school in mind;
- You strategically manage the recruitment processes for the Primary phase, in partnership with the CEO, the COO and the CFO and other members of the team so that succession planning is robust and vacancies are filled swiftly and by the best candidates.



The personal qualities the Co-headteacher will possess:

- an unwavering belief, and relentless pursuit of, the vision of Reach Schools for every single child;
- a constant restless energy for improvement of yourself and others and an ability to drive results in a team-centric environment;
- high levels of organisation and attention to detail in all areas;
- resilient and reflective, able to navigate complexity, challenge and uncertainty while remaining purposeful and applying professional judgement and values;
- the ability to maintain composure and emotional regularity in all situations;
- a deep sense of personal integrity and commitment to high ethical standards;
- a strong sense of public service, with an unwavering commitment to equity, inclusion and social justice and ability to build trust quickly and sustain it over time;
- an understanding that dignity for all is critical;
- a love of people and an ability to build appropriate and nurturing relationships with all stakeholders.

The knowledge, skills and experience the Co-headteacher will have:

- qualified teacher status, and significant teaching and school senior leadership experience;
- significant senior leadership experience in education or a similar, mission-driven organisation;
- the experience of sustaining excellence and leading improvement across a school;
- a track record of values-driven leadership in communities experiencing disadvantage or structural inequality;
- a strong understanding of high-quality education that aligns with the Reach vision;
- a deep understanding of safeguarding practices and other relevant laws which schools must adhere to.

Please note that there is no expectation that you will have completed the NPQH or similar qualification.