



## Wharton Primary School Head Teacher Job Description

Employment details	
Job title	Headteacher
Reports to	Chief Executive Officer
Hours of work	Full Time
Salary	L18–L24: £78,702 – £91,158

This job description references the Headteachers' Standards published in October 2020. In addition, Headteachers are expected to meet the Teachers' Standards.

Employees of Wharton Primary School have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

### School/Trust Culture

- Establish and sustain the school's ethos and strategic direction in partnership with the Trust, those responsible for governance, and the wider school community.
- Ensure alignment between the school's ethos and the Trust's vision and values.
- Foster a culture in which pupils experience a positive, enriching school life.
- Uphold ambitious educational standards, preparing pupils from all backgrounds for the next stage of education and life.
- Promote respectful, positive relationships across the school community and Trust within a safe, orderly and inclusive environment.
- Maintain a culture of high professionalism amongst all staff.

### Whole-School Organisation, Strategy and Development

- Provide strategic leadership to develop and deliver the school's vision, values and priorities.
- Ensure the Trust's strategic direction and values are embedded within the school.
- Establish, monitor and evaluate effective systems, processes and policies.

- Develop and implement improvement plans that support both school and Trust development.
- Use robust evaluation processes to identify barriers to effectiveness and prioritise improvement areas.
- Implement evidence-informed strategies that are realistic, well-sequenced and appropriate to the school's context.
- Ensure improvement initiatives are implemented effectively to secure sustained progress over time.

## **Teaching**

- Lead and sustain high-quality teaching across all subjects and phases, grounded in evidence-informed practice.
- Ensure teaching reflects strong subject knowledge and respects the integrity of individual disciplines.
- Promote the effective use of formative assessment.
- Oversee the organisation of teaching to ensure all pupils are taught by appropriately assigned staff.
- Undertake teaching responsibilities as required.
- Collaborate with Trust colleagues and external partners to develop innovative and effective teaching approaches.

## **Curriculum and Assessment**

- Ensure a broad, coherent and structured curriculum that defines the knowledge, skills and values to be taught.
- Develop strong curriculum leadership, supporting subject leaders with expertise and professional networks.
- Ensure all pupils are taught to read using evidence-informed approaches.
- Implement valid, reliable and proportionate assessment systems.

## **Health, Safety and Behaviour**

- Promote the safety, wellbeing and safeguarding of pupils and staff.
- Ensure rigorous systems for identifying and managing risk.
- Maintain high expectations of behaviour through clear routines and relationships.
- Ensure behaviour management is consistent, fair and respectful.
- Promote high standards of conduct in line with the school's Behaviour Policy.
- Ensure staff model positive citizenship and behaviour at all times.

## **SEND and Additional Needs**

- Maintain high expectations for pupils with SEND and additional needs.
- Establish inclusive practices that enable all pupils to access the curriculum effectively.
- Work in partnership with parents, carers and professionals to identify and meet additional needs.

- Ensure compliance with statutory SEND responsibilities and the SEND Code of Practice.

## **Management of Staff and Resources**

- Lead, manage and develop all staff, including performance appraisal.
- Establish clear appraisal processes and advise on pay recommendations.
- Deploy staff and resources effectively, with attention to workload and wellbeing.
- Manage financial resources responsibly, ensuring value for money and compliance with public accountability.
- Foster positive working relationships and maintain engagement with staff representative bodies.
- Ensure all resources are used in line with Trust policies and procedures.

## **Professional Development**

- Promote and prioritise high-quality continuous professional development (CPD).
- Ensure CPD is aligned with school improvement priorities and individual needs.
- Provide sustained, evidence-informed development opportunities.
- Engage with external expertise and national frameworks to build capacity and support succession planning.
- Participate in appraisal processes and take responsibility for personal professional development.

## **Communication and Working with Others**

- Maintain effective communication with the Trust, governance bodies, staff, pupils and parents/carers.
- Collaborate with colleagues, external agencies and professional partners.
- Build strong relationships with parents/carers and the local community.
- Contribute actively to partnerships across the Trust and wider education system.
- Develop strong links with other schools and public services to improve outcomes for pupils.

## **Governance and Accountability**

- Work effectively with those responsible for governance, recognising their role and accountability.
- Maintain strong professional relationships with governance bodies.
- Ensure staff understand and fulfil their professional responsibilities.
- Ensure the school operates within all statutory and regulatory frameworks.

## **Ethics and Professional Conduct**

- Demonstrate consistently the Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Adhere to the Trust's Code of Conduct and Headteacher Standards.

- Uphold public trust and maintain the highest standards of ethical behaviour.
- Build relationships based on mutual respect, maintaining appropriate professional boundaries.
- Promote equality, respect and tolerance, recognising diversity.
- Uphold British values, including democracy, rule of law, individual liberty, and mutual respect.
- Ensure personal beliefs are not expressed in ways that exploit position or influence pupils inappropriately.
- Act in the best interests of pupils at all times.
- Fulfil all statutory duties and contribute positively to the wider education system.

## **Other**

The LINK Education Trust is committed to equal opportunities for all

- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check, and right to work
- The terms and conditions are specified within the contract of employment This job description is a representative document. Other reasonably similar duties may be allocated from time-to-time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and change.

## Wharton Primary School

### Head Teacher Person Specification

Employees of Wharton Primary School have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

	SHORT-LISTING CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
<b>Qualifications and Experience</b>				
1.	Qualified Teacher Status with degree level qualification	√		Application
2.	Further professional leadership qualification e.g. NPQSL, NPQH, Masters		√	Application
3.	Evidence of regular, recent, and appropriate professional development for the role of Head teacher	√		Application
4.	Experience as a Designated Safeguarding Lead	√		Application
5.	Proven recent, significant and substantial senior leadership at deputy head teacher level or above in a primary school	√		Application Interview Reference
6.	Evidence of substantial, successful class teaching in a primary school	√		Application
7.	Experience of teaching in more than one school	√		Application
8.	Experience of leadership in more than one school		√	Application
9.	Leadership of successful curriculum design and implementation resulting in improved outcomes for children	√		Application
10.	Evidence of Implementation of successful whole school initiatives and strategies to improve outcomes for children	√		Application Interview
11.	Experience in planning, setting objectives, prioritising, and monitoring progress at a strategic and operational level	√		Application Interview
12.	Demonstrate a strong and sustained track record of improving pupil outcomes and closing attainment gaps across a diverse cohort, including high prior attainers, multilingual learners, disadvantaged pupils, and those with SEND, including SEMH.	√		Application Interview
13.	Experience of developing effective partnerships with parents and outside agencies	√		Application Interview
14.	Experience of working successfully in partnership with governors to improve outcomes for children	√		Interview

15.	Experience of Budget Management within an educational framework including experience of making effective use of funding and other resources and strong financial planning and management skills.	√		Application
<b>Knowledge and Understanding</b>				
15.	A clear understanding of what constitutes quality teaching through a deep understanding of how pupils learn, and the ability to develop a culture where striving for the best teaching and learning is central to the school's work.	√		Interview
16.	Knowledge and understanding of curriculum expectations and frameworks across the three phases of primary education	√		Application Interview
17.	Effective school self-evaluation and improvement planning including the use of comparative data	√		Application Interview
18.	Strategies to promote high levels of behaviour and attendance	√		Interview
19.	Strategies to meet the needs of all pupils through inclusion, diversity and access within a culture of high expectations, acceptance and patience	√		Interview
20.	Up to date knowledge of national policies, priorities and statutory frameworks including curriculum and assessment	√		Application Interview
21.	Knowledge and understanding of the Education Inspection Toolkit	√		Interview
22.	Knowledge of and commitment to the implementation of the Safeguarding Children Agenda and Health & Safety procedures	√		Application Interview
<b>Personal Skills, Abilities and Values</b>				
23.	Highest levels of professional and personal integrity.	√		Interview Reference
24.	Personal resilience, persistence, and perseverance.	√		Application Interview Reference
25.	Relentless scrutiny and personal drive for maintaining and improving the highest expectations and outcomes for pupils and staff	√		Application Interview Reference
26.	Commitment to working flexibly outside of school hours to achieve outstanding outcomes for young people	√		Interview Reference
27.	Ability to inspire, motivate and support all staff and develop future leaders	√		Interview Reference
28.	Able to build and maintain effective relationships through strong interpersonal skills	√		Application Interview Reference
29.	To inspire and lead a team effectively, delegate appropriately and manage the performance of individual staff members.	√		Application Interview Reference

30.	Ability to communicate verbally with, and write reports for, a range of stakeholders, including The LINK Education Trust, the local governing board, and external agencies.	√		Interview Reference
31.	Enjoyment, energy and empathy for working with our children	√		Interview Reference
32.	A passion for developing partnerships between the school, the Trust, Trustees, local governors, parents and the wider community	√		Application Interview Reference
33.	Personal impact as a role model of demonstrating resilience, enthusiasm, optimism and integrity	√		Application Interview Reference
34.	A commitment to promoting, nurturing and developing pupils' personal development and well-being	√		Application Interview Reference
35.	Be able to build and nurture a strong, positive and collaborative team culture that enables all staff to carry out their roles to the highest standard and for all staff to work together to deliver school improvement.	√		Interview Reference
36.	Ability to identify and utilise staff expertise to further develop the staff team to achieve school aspirations	√		Application Interview Reference
37.	Ability to lead staff through a period of change with sensitivity	√		Interview Reference
38.	Ambition, determination, and dedication ensuring that all Wharton's children reach their full potential	√		Application Interview Reference
39.	A commitment to maintaining and enhancing the positive ethos of The Trust and school	√		Application Interview Reference
40.	High levels of emotional intelligence in dealing with the day-to-day issues which affect all members of the school community	√		Interview Reference
41.	A commitment to the pastoral care of staff including your own wellbeing	√		Application Interview Reference
42.	Ability to promote and develop positive relationships with pupils, staff, parents, governors and the wider community through excellent interpersonal skills including effective communication	√		Application Interview Reference
43.	Show tolerance and respect for the rights of others, recognising differences and cultural diversity, while upholding the fundamental British values.	√		Interview Reference
44.	Strong digital skills in relation to teaching and leadership in a primary school	√		Application Interview Reference