



Job Description

Headteacher of Canon Sharples Church of England Primary School and Nursery



This job description reflects the **Headteachers' Standards** (2020). These standards are built upon The Teaching Standards (2012) which apply to all teachers, including Headteachers.

The appointment is subject to the current conditions of employment of Headteachers, contained in the **School Teachers' Pay and Conditions** document and other current educational and employment legislation, including that of the Department for Education and in the terms of the National Society contract. In carrying out his/her duties, the Headteacher shall consult, where appropriate, with the Local Authority, the Diocesan Authority, the Governing Board, the staff of the school, its pupils and the parents of its pupils.

A. The Core Purpose of the Headteacher

The Headteacher is the leading professional within the school and is responsible for providing vision, leadership and strategic direction to ensure the highest standards of education, wellbeing and achievement for all pupils.

As the leader of this Church of England school, the Headteacher will create, inspire and embody a distinctive Christian ethos and culture, rooted in the school's theologically grounded vision: 'Trust in the Lord with all your heart' (Proverbs 3:5). Through this vision, the Headteacher will foster a community where faith, trust, courage and hope shape relationships, decision-making and aspirations, enabling every member of the school community to flourish and experience "life in all its fullness" (John 10:10).

The Headteacher will ensure that the Christian vision is lived out authentically across all aspects of school life, influencing strategic leadership, educational provision, collective worship, relationships, personal development and engagement with the wider community. They will cultivate an inclusive environment in which every child and adult is known, valued and encouraged to place their trust in God, develop confidence in their unique gifts and talents, and fulfil their God-given potential.

The Headteacher will provide professional leadership and management that secures compliance with the Trust Deed, strengthens the Christian character of the school and establishes the conditions for continuous improvement. Through effective leadership of teaching, learning and curriculum, the Headteacher will ensure that all pupils receive a high-quality education that enables them to achieve their full potential.

Working with the Governing Board, Trust leaders, staff, pupils, parents, the Church and wider community, the Headteacher will foster a culture of excellence, high expectations, inclusion and accountability. They will be responsible for evaluating the school's performance, identifying priorities for improvement, raising standards and ensuring equality of opportunity for all pupils.

As leader of a Church of England school, the Headteacher will ensure that collective worship and Religious Education are of the highest quality and reflect the teachings, values and traditions of the Church of England. They will actively promote the spiritual, moral, social and cultural development of all pupils and staff, ensuring that the school's Christian vision remains central to its identity and mission.

Drawing upon the strengths and contributions of the entire school community, the Headteacher will create a safe, nurturing and ambitious learning environment where pupils and adults are inspired to learn, grow and flourish in faith, wisdom and character.

B. Headteacher Standards

1. School culture

Headteachers:

- establish and sustain the school's Christian ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community and wider Diocese/Methodist Circuit
- create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships based on Biblical values across the school community and a safe, orderly and inclusive environment
- ensure a culture of high staff professionalism

2. Teaching

Headteachers:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment
- ensure that the teaching of Religious Education is high quality and consistent with the teachings of the Church of England

3. Curriculum and assessment

Headteachers:

- ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- ensure that a high-quality enquiry based Religious Education curriculum is used which is consistent with Church of England teaching
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

4. Behaviour

Headteachers:

- drawing on the Christian vision of the school, establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school, model and teach the behaviour of a good citizen, according to Christian values

5. Additional and special educational needs and disabilities

Headteachers:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

6. Professional development

Headteachers:

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning
- ensure that professional development opportunities are provided that enable a deeper understanding and effective development of the Christian ethos, worship and Religious Education in the school, including drawing on expert provision at National Church and Diocesan level

7. Organisational management

Headteachers:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds

- ensure staff are deployed and managed well, with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- ensure rigorous approaches to identifying, managing and mitigating risk

8. Continuous school improvement

Headteachers:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness as a church school and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- ensure careful and effective implementation of improvement strategies which lead to sustained school improvement over time, including improving performance against the SIAMS criteria

9. Working in partnership

Headteachers:

- forge constructive relationships beyond the school, working in partnership with parents, carers, the church and the local community
- commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues in the Diocesan Authority and across other public services to improve educational outcomes for all pupils

10. Governance and accountability

Headteachers:

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- establish and sustain professional working relationships with those responsible for governance
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Safeguarding

The Headteacher has a fundamental responsibility to safeguard and promote the welfare of children and young people. As the Designated Safeguarding Lead (DSL), the Headteacher will provide strategic leadership for safeguarding across the school, ensuring that effective policies, procedures and practices are implemented and consistently applied.

The Headteacher is expected to demonstrate an unwavering commitment to safeguarding and child protection, creating a culture in which the welfare of children is paramount. They will ensure that all staff, governors and volunteers understand and fulfil their safeguarding responsibilities and will hold them accountable for maintaining the highest standards of safeguarding practice.

Conditions of Employment

This job description forms part of the contract of employment of the person appointed to the post. It reflects the responsibilities and requirements of the role at the time of appointment and may be reviewed and amended, following consultation with the postholder, to meet the evolving needs of the school and Trust.

The appointment is subject to the provisions of the current School Teachers' Pay and Conditions Document (STPCD), together with all relevant statutory requirements, policies and conditions of service applicable to Headteachers.