

Job Description

Title of Post	Headteacher
Grade and Range	Leadership Range L20 to L24
Contract Type	Leadership/Teacher
Post Status	Permanent
Accountable to	Director of Education
Main Location	Wrekin View Primary School and Nursery, North Road, Wellington, Telford, Shropshire, TF1 3ES

Main purpose:

The Headteacher will provide strategic leadership and direction to Wrekin View Primary School and Nursery, ensuring high-quality education and a positive learning environment for pupils aged 2 to 11. They will uphold the school's ethos of happy, successful, curious communicators and foster respect, inclusion and achievement.

The Headteacher will set high expectations for teaching, learning and pupil achievement, supporting pupils to develop academically, socially and emotionally. Safeguarding, wellbeing and strong relationships with families will underpin the school's work.

Working within the Learning Community Trust, the Headteacher will collaborate with Trust leaders and schools, sharing effective practice and contributing to the Trust's commitment to excellence, inclusion and continuous improvement.

Duties and responsibilities:

Strategic leadership and school improvement

- Provide clear and visible leadership, setting a shared vision and high standards that reflect the school's ethos and the Learning Community Trust's aims.
- Build on the school's foundations through effective self-evaluation, improvement planning and monitoring of the impact of change.
- Develop and implement policies and strategies that improve teaching, learning and pupil achievement.
- Work collaboratively with Trust leaders, governors and other schools to deliver improvement priorities and share effective practice.

Education curriculum and outcomes

- Ensure a broad and balanced curriculum across nursery and primary education, meeting relevant statutory requirements and preparing pupils for the next stage of their education.
- Secure high-quality teaching, assessment, recording and reporting, with appropriate intervention and catch-up strategies.
- Set and achieve aspirational targets for pupils, maintaining high expectations and an inclusive approach for disadvantaged pupils and those with special educational needs and disabilities.
- Provide memorable learning experiences through trips, visits, guest speakers, outdoor learning and extra-curricular opportunities.

Safeguarding wellbeing and culture

- Ensure that safeguarding, child protection, health and safety and pupil welfare are central to decision-making and that statutory requirements and Trust policies are implemented.
- Maintain a positive, nurturing school culture that promotes respect, understanding, tolerance and courtesy.
- Build trusting relationships with pupils, staff and families, supporting mental health, wellbeing and a sense of belonging.
- Lead positive behaviour, attendance and inclusion approaches that help pupils feel safe, engage in learning and achieve.

People leadership and professional development

- Lead and motivate staff, establishing clear expectations, effective delegation and shared responsibility for improvement.
- Provide guidance, mentoring and professional development to enhance staff skills and expertise.
- Develop leadership capacity and encourage collaboration within the school and across the Trust.
- Implement effective performance management and staff deployment, managing workloads and supporting staff wellbeing.

Partnerships community and Trust collaboration

- Foster effective communication and strong relationships with parents, governors, the local community, other educational establishments and Children's Services.
- Represent Wrekin View Primary School and Nursery and the Learning Community Trust professionally and with integrity.
- Work with other Trust schools to share practice, develop staff and extend opportunities for pupils.
- Contribute to Trust networks, leadership meetings and collaborative improvement activity.

Resources accountability and compliance

- Manage finances, staffing and facilities efficiently to support teaching, learning and pupil outcomes.
- Ensure that school policies, procedures and systems meet statutory, health and safety and Trust requirements.
- Use assessment information and other evidence to identify priorities, monitor improvement and evaluate impact.
- Maintain high standards of confidentiality, professional conduct and accountability.

Professional development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness;
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Attend briefings and participate in professional development opportunities.
- Keep up to date with educational developments and requirements affecting school leadership and management.
- Participate in regular performance management for self and lead appraisal reviews for direct report staff.

Other Responsibilities

- Responsibility for safeguarding and promoting the welfare of children.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all schools policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the Schools and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the line manager in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Signed :

Date:

Line Manager:

Signed:

Date:

Employee:

Person Specification – Headteacher of Wrekin View

	Essential	Desirable
Qualifications	• Qualified Teacher Status • Degree level qualification • Relevant professional leadership qualifications.	• National Professional Qualification for Headship, Executive Leadership or equivalent senior leadership development.
Work or Relevant Experience:	• Successful senior leadership experience within a school, academy or trust setting. • Experience of leading school improvement and securing improved outcomes for pupils. • Experience of leading, developing and motivating staff teams.	• Experience of working collaboratively with governors, families, external agencies and community partners.
Skills/Knowledge	• Strong understanding of curriculum, pedagogy, assessment and school improvement. • Ability to lead, support and develop staff through effective performance management and professional development. • Strong organisational, strategic planning and decision-making skills. • Ability to prioritise effectively and manage competing demands in a complex school environment. • Understanding of data protection, confidentiality and information governance responsibilities. • A clear understanding of safeguarding responsibilities and the statutory framework surrounding education. • The ability to analyse information, identify priorities and translate strategy into measurable action.	• Strong financial and resource management skills. • A deep commitment to inclusion, equity and ensuring that every child achieves their potential. • The ability to develop leadership capacity at all levels and create a culture of continual professional growth.

Personal Attributes	• Visible, approachable and values-driven leadership style. • Ability to build positive, respectful relationships with pupils, staff, families and partners. • Flexible, reliable and able to respond calmly to changing priorities. • Brings initiative, enthusiasm, commitment and moral purpose to the role. • Communicates clearly, professionally and sensitively with a diverse range of audiences.	• Integrity, honesty and professionalism. • Warmth, humility and empathy. • High levels of personal resilience and determination. • Optimism, enthusiasm and a solution-focused mindset. • Strong moral purpose and unwavering commitment to children. • Excellent judgement and a calm measured approach. • A commitment to lifelong learning and personal growth. • The ability to inspire confidence through actions as well as words. • A genuine belief that every child can succeed
Special Conditions	• Sufficiently fluent in spoken English to ensure effective performance in the role • Able to work at times to meet the needs of the service • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check	