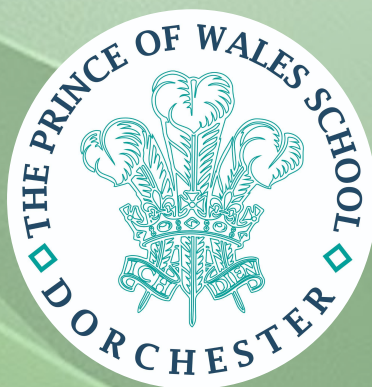


# JOB DESCRIPTION



## Headteacher

The Prince of Wales School

*“Where we are all inspired to learn”*

# JOB DESCRIPTION



**Role:** Headteacher at The Prince of Wales School

**Salary Banding:** L15-L21

**Start date:** 1 September 2026 (or at next available opportunity)

**General duties and responsibilities:**

To carry out the duties of Headteacher as set out in the current school Teachers' Pay and Conditions Document and Headteacher Standards (2020).

**The primary purpose of the job of Headteacher:**

The Headteacher embodies and inspires the school's core ethos: "Where we are all inspired to learn." The Headteacher secures this vision with all members of the school community, establishing a safe, highly inclusive and secure environment for learning and teaching that enables staff and children (from Pre-School to Year 4) to achieve their highest individual potential.

## **Qualities**

The Headteacher will:

Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.

Build positive, deeply inclusive relationships across the school community.

Serve the best interests of the pupils, championing diversity and equal opportunity.

Take responsibility for their own professional development and engage with current educational developments.

## **Duties and responsibilities**

In all these areas, the Headteacher will work collaboratively with Dorset Council (the Local Authority), the Governing Body, and the staff team to create a shared vision and a strategic plan. This plan will be undergirded by a strong moral purpose that inspires and motivates the whole school community.

### **1. School culture**

The Headteacher will:

Create a culture where pupils experience a positive, deeply inclusive, and enriching school life; in which every child feels they belong.

Establish and sustain the school's ethos and strategic direction in partnership with the Governing Body and in consultation with the school community.

Uphold ambitious educational standards in order to prepare pupils from all backgrounds for the next phase of their education and global citizenship.

Ensure a high standard of staff professionalism, promoting positive and respectful relationships across the school community and a safe, orderly environment.

### **2. Teaching and learning**

The Headteacher will:

Establish and sustain high-quality, expert teaching across all phases (from the Governor-Led Pre-School through to Year 4), built on an evidence-informed understanding of effective teaching and how young pupils learn.

Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of early and primary education.

### **3. Curriculum and Assessment**

The Headteacher will:

Ensure the teaching of a broad, structured, and dynamic curriculum that is carefully shaped by the school's unique context.

Champion personal development and enrichment by ensuring the successful implementation of the POW Passport to build character, social, and cultural capital.

Establish effective curriculum leadership and develop confident subject leaders.

Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics.

Ensure the use of valid, reliable, and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.

Ensure excellent provision of IT skills and digital learning for pupils.

### **4. Behaviour and Wellbeing**

The Headteacher will:

Establish and sustain high standards of behaviour for all pupils, built upon relationships, rules and routines that are understood clearly by all staff, pupils and parents.

Implement consistent, fair, and respectful approaches to managing behaviour, ensuring adults model emotional regulation and utilize therapeutic approaches (such as ELSA) where appropriate.

Ensure that adults within the school actively teach the behaviour of a good citizen, ensuring pupils feel calm, safe and ready to learn.

### **5. Exceptional Inclusion and Additional Educational Needs**

The Headteacher will:

Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities.

Champion and oversee the successful integration and bespoke support within the school's specially resourced Physical Disability Base.

Working in collaboration with the SENCO to establish and sustain a culture and practices that enable all pupils to access the curriculum and learn effectively.

Ensure the school works effectively in partnership with parents, carers, and professionals to identify additional needs, providing timely support and adaptation.

Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

## **6. Staff management and Professional development**

The Headteacher will:

Ensure the staff have access to high-quality and sustained professional development opportunities, leveraging the school's status as a Teacher Training Partner and Training Centre.

Prioritise the professional development of staff, ensuring effective planning, delivery, and evaluation which is consistent with the approaches laid out in the standards for teachers' professional development.``

Ensure that professional development draws on expert provision both from inside and outside the school to build capacity and support succession planning.

## **7. Organisational management**

The Headteacher will:

Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the school's absolute duty of care.

Prioritise and allocate financial resources well, ensuring efficiency, effectiveness and probity in the use of public funds.

Ensure staff are deployed and managed well with due attention to wellbeing and a sustainable work-life balance.

Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently.

Ensure rigorous systems are in place to identify, manage and mitigate risk.

## **8. Continuous school improvement**

The Headteacher will:

Make good use of processes of evaluation to identify complex or persistent problems and implement solutions which bring improvement.

Drive the priorities of the School Development Plan, with a specific, relentless focus on narrowing the disadvantage gap in attainment and attendance through targeted support and enrichment.

Ensure careful and effective implementation of improvement strategies which lead to sustained improvement over time.

## 9. Working in partnership

The Headteacher will:

Build constructive relationships beyond the school, working in partnership with parents and carers so that the school remains deeply embedded in the local Dorset community.

Foster global citizenship and cultural understanding by maintaining and developing international links, such as the school's partnership in Kenya.

Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.

## 10. Governance and accountability

The Headteacher will:

Build a strong, transparent relationship with the Governing Body which upholds the obligation of governors to give account, monitor the SDP, and accept responsibility.

Ensure the staff know and understand their professional responsibilities and are held to account (e.g. through regular performance management).

Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

This document will be reviewed regularly through annual performance management reviews.

