Headteacher Job description

A nurturing Weymouth school for pupils aged 2-11

Full-time, permanent position to start 1 January 2026

Group:

L14 – L20

£65,010 - £79,475 (plus annual pay rise)

Application closing date: 23rd June 2025

This job description reflects the National Standards for Headteachers’.

The appointment is subject to the current conditions contained in the School Teachers’ Pay and Conditions document and other current educational and employment legislation

***Main purpose***

The Headteacher will:

* Establish and sustain the school’s vision and strategic direction together with the governing board and through consultation with the school community.
* Maintain a positive partnership between all members of the school and the wider community and ensure that the school has an open and inclusive ethos.
* Identify barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school’s unique position.
* Makes sure the school improvement strategies are effectively implemented in a timely manner.
* Monitor progress towards achieving the school’s aims and objectives.
* Allocate financial resources appropriately, efficiently, sympathetically, and effectively.
* Manage changes in the school size and optimising opportunities for further areas of growth.
* Ensure equal opportunities and support is provided across all areas, from Early Years, KS1 and KS2.

***Duties and responsibilities***

**Teaching, Curriculum and Assessment**

The Headteacher will:

* 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.
* Identify any areas of weakness in teaching and implement, monitor and review interventions to improve these areas as well as teaching and learning across the school.
* Ensure focus is given to recommendations from the school’s last Ofsted report, in particular, around curriculum and subject leader development.
* 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 a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught, using resources and context from the local area.
* 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.
* Ensure valid, reliable and proportionate approaches are used when assessing pupils’ knowledge and understanding of the curriculum.

**Additional and special educational needs (SEN) and disabilities**

The Headteacher will:

* Promote a culture and practices that enables all pupils to access the curriculum.
* Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities.
* Ensure support for children who are vulnerable so they can fully access learning.
* Make sure the school works effectively with families, carers and professionals to identify additional needs and provide support and adaptation where appropriate, making sure the school fulfils statutory duties regarding the SEND Code of Practice.

**Managing the school**

The Headteacher will:

* Promote and safeguard the welfare of all children within the School, by ensuring that the School’s policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils and students, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.
* Manage staff well with due attention to workload and other factors affecting their wellbeing.
* Ensure rigorous approaches to identifying, managing and mitigating risk and to ensure that the school is a safe environment where pupils and staff are protected and cared for.
* Be responsible for the day-to-day running of the school regarding Health and Safety. Therefore, you have a duty to take reasonable care of your own and your pupils’ Health and Safety in school.

**Professional development**

The Headteacher will:

* Ensure all staff have access to appropriate, high standard professional development opportunities within and beyond their areas of expertise.
* Sustain wide, current knowledge and understanding of education and school systems locally and nationally through continuous professional development that supports confident leadership to adapt and deliver change.

 **Leadership and management of the school**

The Headteacher will:

* Manage senior and middle leaders, maintaining a professional culture amongst all staff at the school.
* Support a distributed leadership structure.
* Support and challenge staff, dealing with underperformance sensitively and effectively while making sure staff are given the support to do their jobs well, maintain a culture of Headteacher approachability and accessibility
* Implement the school’s appraisal policy and other management processes and systems.
* Undertake self-evaluation and school improvement planning to improve areas of weakness in the school.
* Recruit and retain high quality teaching and support staff and ensure that safe recruitment requirements are met.
* Identify areas of progression and promotion for staff that support professional development and succession planning for the school.
* Manage the school’s budget and resources alongside the School Finance Officer.
* Ensure value for money in any delegated financial responsibilities for purchasing and procurement.
* Ensure the efficient and effective use of school resources.

**Governance, accountability and working in partnership**

The Headteacher will:

* Work closely with the Governing Board and to maintain a positive working relationship.
* Provide information, objective advice and support to the Governing Board to enable it to meet its responsibilities - in particular, its functions to set school vision and strategy and hold the Headteacher to account for pupil, staff and financial performance.
* Ensure that staff understand their professional responsibilities and are held to reasonable account.
* Maintain an outward-facing school which works with other schools and organisations to champion best practice and secure excellent achievements for all pupils.
* Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
* Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.
* Engage with and collaborate with the six other Maintained schools (the Chesil Collaboration) in the area to maintain our close working links.

**Communication**

The Headteacher will:

* Engage meaningfully to strengthen the links between the school and the local community, working collaboratively with parents and stakeholders to build an effective and flourishing partnership.
* Ensure parents are well informed about the progress of their children, curriculum provision, school policies and achievements and about the contribution they can make to the success of the school, through reports, letters, meetings and the school’s website.
* Be fully appraised and aware of educational and other appropriate developments whether national or local and assess their impact on the school.
* Enhance and sustain the school’s standing and role within the local community.
* Develop the communication strategy for the school to ensure an accurate, consistent and informative approach across all media is used.