



# Ellesmere Primary School

Elson Road, Ellesmere, Shropshire, SY12 0BE  
Telephone: 01691 622288 Fax No: 01691 624893  
e-mail: admin@ellesmere-pri.shropshire.sch.uk www.ellesmereprimaryschool.org.uk  
Headteacher: Mr Andrew Everett, BSc Hons, PGCE



## School Information Job Description and Person Specification *Headteacher of Ellesmere Primary School*

### *Purpose of Job:*

To provide inspirational vision, leadership and management for Ellesmere Primary Academy, part of North West Academies Trust (NWAT). Be customer-focused, understanding that parents are partners in their child's education and getting the best from all stakeholders will ensure a constant drive to 'Open the children's eyes to a world of possibility'.

### *Responsible to:*

The Chief Executive Officer, Trustees of NWAT and Ellesmere Primary School's Governing Body

### *Responsible for:*

The post holder will be responsible for the overall leadership and management of the school, working with and supporting governors and colleagues in the development of shared school aims. They will ensure the children achieve the highest possible standards, have a rich and varied curriculum, and that staff are challenged and supported to get the best from the children in their care.

### *What you need to be able to do:*

- Lead, manage and develop all staff
- Ensure highest possible educational, behavioural and professional standards
- Never accept anything less than outstanding teaching and learning
- Support staff to deliver a diverse, broad and exciting curriculum
- Produce an extra-curricular programme in keeping with NWAT's mission and values
- Provide excellent pastoral care and support for students
- Inspire staff to lead
- Be an effective communicator with all stakeholders
- Have excellent written and oral communication skills
- Understand and deliver what is relevant in a changing educational world
- Shape the school's future
- Be a presence in the school and at key school events
- Ensure child protection and the safeguarding of students are given high priority at all times





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*The ideal candidate will...*

- Have a clear vision for the children, staff and community
- Have the ability to deliver this vision
- Motivate colleagues
- Create a shared value culture in a positive environment
- Understand children and what makes them tick
- Deliver on pupil achievement
- Understand the importance and application of data
- Never accept underperformance
- Manage and organise the school through effective delegation
- Be an effective collaborator through building on established partnerships
- Have tolerance and a range of interpersonal skills to make the position a success

**Key person skills...**

- Good humour
- Ability to inspire
- A rich and varied life experience
- The ability to make the most of every opportunity
- Dedication
- The ability to work hard when under pressure
- Attention to detail
- Commitment to teamwork
- A willingness to listen
- An aptitude to learn
- Willingness to go the extra mile
- An understanding of how to engage parents as partners
- The ability to learn from both successes and failures
- A willingness to take risks
- Client focus and awareness of the importance of front-facing activities
- **To make sure children are safe and cared for at all times**

