

'To seek, to find and not to yield'.

Job Description for the position of Headteacher

Core Purpose

The Headteacher of Edward Wilson Primary School will provide dynamic, strategic, and professional leadership, ensuring the highest standards of education, safeguarding, and wellbeing for all pupils. They will be accountable for the overall effectiveness of the school, ensuring continuous school improvement while maintaining financial sustainability.

The role aligns with the National Professional Qualification for Headship (NPQH) and statutory expectations set by the Department for Education (DfE). The Headteacher will embody the school's motto, *'To seek, to find and not to yield'*, fostering a culture of aspiration, inclusion, and high achievement.

Key Responsibilities

Strategic Leadership and School Improvement

- Be responsible for the day-to-day management, organisation, and administration of the school.
- Develop and articulate a compelling vision for the school's future, ensuring alignment with the school's values and community aspirations.
- Lead on strategic planning and school development, ensuring high-quality education provision in line with national frameworks, including the Ofsted Education Inspection Framework.
- Set ambitious goals for pupil achievement, ensuring a broad, balanced, and knowledge-rich curriculum.
- Establish a strong culture of continuous professional development (CPD) for staff to drive improvement and innovation.
- Work collaboratively with school governors, staff, and stakeholders to ensure effective decision-making and school governance.

Teaching, Learning, and Curriculum Development

- Oversee the delivery of an engaging, balanced, and inclusive curriculum that meets national and local requirements.





'To seek, to find and not to yield'.

- Ensure the highest standards of teaching and learning, promoting evidence-based pedagogical approaches.
- Monitor teaching standards through lesson observations, feedback, and professional development plans.
- Use assessment data effectively to inform strategic decision-making and targeted interventions.
- Keep abreast of educational developments and ensure the school adapts to new best practices.
- Develop a vibrant co-curricular and enrichment programme that broadens pupil experiences.

Safeguarding and Wellbeing

- Serve as the Designated Safeguarding Lead (DSL) or ensure robust safeguarding structures are in place.
- Ensure all statutory safeguarding requirements are met, creating a culture where pupil welfare and staff wellbeing are paramount.
- Promote positive behaviour management strategies that support pupil emotional and social development.
- Work with families, external agencies, and community partners to support pupils' holistic development.

Leadership and Management of Staff

- Lead, manage, and inspire the staff team, ensuring a culture of collaboration, professionalism, and continuous improvement.
- Oversee the recruitment, induction, and retention of high-quality staff, ensuring alignment with the school's vision and development plan.
- Implement an effective appraisal and performance management system that supports staff growth and accountability.
- Promote an inclusive, developmental, and supportive staff culture, fostering a positive working environment.
- Conduct regular staff meetings to communicate priorities, share best practices, and engage in reflective practice.





'To seek, to find and not to yield'.

Financial and Operational Management

- Ensure sound financial planning and resource management to sustain school growth and effectiveness.
- Manage the school budget effectively, ensuring financial sustainability and resource allocation align with strategic goals.
- Work closely with the Governing Body and Local Authority to maintain transparency in financial decision-making.
- Oversee the efficient management of school premises, ensuring a safe, well-maintained, and inspiring learning environment.

Community Engagement and Partnerships

- Foster strong relationships with parents, carers, and the wider community, ensuring effective communication and engagement.
- Develop partnerships with local businesses, external agencies, and educational organisations to enhance school opportunities.
- Represent the school positively in all external engagements, advocating for its mission and values.
- Ensure school events, open days, and community initiatives reflect the school's ethos and showcase pupil achievements.





'To seek, to find and not to yield'.

Person Specification

Qualifications and Experience:

- Qualified Teacher Status (QTS) and significant teaching experience.
- Proven track record of successful leadership in a primary school setting.
- Experience in school improvement, curriculum development, and strategic planning.
- Knowledge and experience of safeguarding, inclusion, and supporting children with SEND.
- Strong understanding of national education policies, Ofsted frameworks, and statutory requirements.

Leadership and Management:

- Ability to articulate and implement a clear vision for the school's future development.
- Experience in leading, managing, and motivating staff to achieve high standards.
- Proven ability to manage resources effectively and ensure financial sustainability.
- Commitment to fostering an inclusive and supportive school environment.
- Experience in working collaboratively with governors, parents, and the wider community.

Teaching, Learning, and Curriculum Development:

- Deep understanding of effective pedagogy and curriculum design.
- Ability to drive high academic standards while promoting a broad and balanced curriculum.
- Commitment to continuous school improvement and raising student attainment.
- Experience in using data and assessment effectively to inform teaching and learning strategies.
- Dedication to fostering a love of learning and curiosity in all pupils.





'To seek, to find and not to yield'.

Safeguarding and Wellbeing:

- Comprehensive understanding of safeguarding responsibilities and procedures.
- Commitment to promoting the physical and emotional well-being of students and staff.
- Ability to build a culture of respect, inclusion, and high expectations.
- Experience in handling challenging behaviour and implementing positive behaviour management strategies.

Personal Qualities:

- Inspirational and innovative leader with a passion for primary education.
- Excellent communication and interpersonal skills to build strong relationships.
- High level of emotional intelligence, resilience, and adaptability.
- Ability to lead by example and foster a collaborative and supportive school culture.
- Dedication to professional development and continuous learning.

Desirable Criteria:

- Experience in working with diverse communities and multi-cultural settings.
- Knowledge of financial planning, budgeting, and school business management.
- Experience in working with external agencies and community partnerships to enhance school provision.

Edward Wilson Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo enhanced DBS clearance and other pre-employment checks.

