

Job Description and Person Specification

Job Title:	Headteacher (HT)
Provision:	Westlea Primary School
Job Family:	Senior Leadership Team (SLT)
Line Manager:	Chief Education Officer (CEdO)
Salary Band:	Leadership 18 – 22
Annex 1:	Please ensure you refer to Annex 1 with this job description

With support from the Chief Executive Officer (CEO), Director of Wiltshire SEND and BE (DOE) and Executive Leadership Team (ELT), the Headteacher (HT) will have strategic and operational responsibility for the leadership, organisation, management and conduct of Westlea Primary School

The duties outlined are in addition to the ones stated in the latest School Teachers' Pay and Conditions Document that you will automatically be required to meet. The duties may change to match the individual skills and expertise of the person appointed. Accountable to Headteachers standards.

Principal Purpose of the Role

The core purpose of the Headteacher is to provide professional leadership and management for the schools. This will promote a secure foundation from which to achieve high standards in all areas of both the school's work.

The Headteacher will:

- Successfully lead and develop both schools and ensure that it meets the needs of the pupils including those who have a diverse range of SEND.
- Effectively manage teaching and learning.
- Promote excellence, equality, and high expectation for all pupils.
- Provide vision, leadership, inspiration, and direction.
- Be the lead professional for safeguarding and child protection.
- Evaluate school performance and identify priorities for continuous improvement.
- Deploy resources effectively to achieve the school's aims.
- Carry out day-to-day management, organisation, and administration.
- Secure the commitment of the wider community by maintaining and developing active partnerships.
- Create a safe and productive learning environment which is engaging and fulfilling for all pupils
- Work effectively with the school's Local Governing Committee.
- Work collaboratively with Central Services colleagues (including finance, operations and people teams) to ensure and assure Trust wide systems processes are implemented.
- Provide visible leadership to the whole provision so that employees feel motivated, supported and empowered to focus on the things that really matter.

To shape the future

The Headteacher will work with the Trust Leaders, Local Management Committee, as appropriate and others to create a shared vision and strategic plan which inspires and motivates pupils, employees and all other members of the school communities and to develop the ethos of the schools linked to its core aims and values.

The Headteacher will:

- Think strategically, build and communicate a coherent vision in a range of compelling ways.
- Inspire, challenge, motivate and empower others to carry the vision forward.

- Promote Westlea School as an inclusive institution, whilst maintaining and modelling the values and vision of the Trust across both schools.

To lead teaching and learning

The Headteacher will take responsibility for raising the quality of teaching and learning and for pupils' achievements within a successful learning culture.

The Headteacher will:

- Demonstrate personal enthusiasm for, and commitment to, the learning process.
- Demonstrate the principles and practice of effective teaching and learning.
- Access, analyse and interpret information.
- Initiate and support research and debate about effective teaching and learning and develop relevant strategies for performance improvement.
- Acknowledge excellence and challenge poor performance across the schools
- Ensure that improvements in the curriculum are a priority for all pupils including those with SEND, Gifted and Talented, EAL and Pupil Premium.
- Ensure that the progress and attainment of all pupils of the school is monitored and recorded.
- Ensure continuing effective systems of planning, assessment, recording and reporting, using data and benchmarks to monitor attainment and progress in every child's learning.
- Use data continuously to set targets and improve standards.

To develop self and work with others

The Headteacher will develop relationships and communication which underpin a professional learning community that enables everyone in the schools to achieve.

The Headteacher will:

- Foster an open, fair, equitable culture and manage conflict.
- Develop, empower, and sustain individuals and teams.
- Enable employees to manage their workload to achieve an appropriate work-life balance.
- Collaborate and network with others within and beyond the schools and Trust.
- Challenge, influence and motivate others to attain high goals.
- Give and receive effective feedback and act to improve personal performance.
- Accept support from others including colleagues, Trust, and the Local Authority partners.

To manage the organisation

The Headteacher will provide effective organisation and management of the schools and seek ways of improving organisational structures and functions based on rigorous self-evaluation. Through effective collaboration with others, he or she will ensure that the schools and the people and resources within it are organised and managed to provide an efficient, effective, and safe learning environment for pupils, employees and members of the school communities. This includes adhering to safe employment procedures which place the safety of children and young people at the heart of all practices.

The Headteacher will:

- Establish and sustain appropriate structures and systems.
- Manage the schools efficiently and effectively on a day-to-day basis.
- Delegate management tasks and monitor their implementation.
- Prioritise, plan, and organise his/her own work and that of others when appropriate.
- Make professional, managerial, and organisational decisions based on informed judgements.
- Think creatively to anticipate and solve problems.
- Ensure a culture of effective safeguarding is prioritised.

- Work effectively with wider Brunel teams and take accountability for areas of compliance, people services and financial management as delegated by the Brunel Executive Leadership Team (ELT).

To secure accountability

The Headteacher must also fulfil wider accountabilities in relation to pupils, parents, carers, the Trust, the Local Authority partners, and other relevant groups.

The Headteacher will:

- Demonstrate awareness of national policy direction and anticipate educational trends.
- Engage the school communities in systematic and rigorous self-evaluation of the work of the schools and work closely with the local management committee to ensure that effective self-evaluation informs school improvement priorities.
- Collect and use a rich set of data to understand the strengths and weaknesses of the schools
- Ensure the provision is following Brunel's Health & Safety policy and has effective arrangements in place for managing real Health & Safety risks in the provision.
- Make sure employees understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
- Maintain effective communications with all parties, internally and externally to Brunel regarding risks on the provision.
- Make sure employees have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Work with the Head of Finance and Finance Manager in developing and producing a balance budget.
- Ensure sound financial acumen by regularly monitoring budgets.
- Work collaboratively with the People and Resourcing functions to ensure all positions are recruited too and each individual is delivering in their roles. Leading on Wellbeing activities within your Provision to ensure engagement is maximised through your people.

To strengthen community

The Headteacher will engage with the internal and external school communities to secure equity entitlement. This includes collaborating with other schools and with parents and carers and other agencies for the well-being of all children and developing extended services to meet the needs of the community.

The Headteacher will:

- Recognise and take account of the richness and diversity of the school communities.
- Engage in a dialogue which builds partnerships and community consensus on values, beliefs, and shared responsibilities.
- Listen to, reflect, and act on community feedback.
- Build and maintain effective relationships with parents, carers, partners, and the community that enhance the education of all pupils.

Specific Westlea

The Headteacher will:

- Lead the ongoing review of admissions, pupil funding, and income generation ensuring financial stability.
- Build, foster and maintain relationships with the community.

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree or equivalent qualification. • Evidence of continuing professional development. • National Professional Qualification of Headship or working towards completion 	
Knowledge and Experience	<ul style="list-style-type: none"> • Significant recent and relevant experience as a substantive HT, Deputy or Assistant Headteacher. • Leadership and/or management experience of inclusion & SEND provision in a primary school setting • Able to demonstrate successful/effective leadership in a school and leading whole school improvement. • Experience of policy development and implementation. • Experience in school self-evaluation and development planning. Understanding and experience of the importance of critical self-evaluation to improve outcomes. • Evidence of managing, planning and organising major curriculum areas and driving innovations in teaching and learning. • Knowledge of the SEND Code of Practice: 0-25 Years and other relevant legislation. • Knowledge and understanding of Keeping Children Safe in Education 2024 and Working Together to Safeguard Children 2023 	<ul style="list-style-type: none"> • Recent L3 Safeguarding training. • Experience of working with a management of local governing committee. • Experience of financial management leadership in a school • Experience of leading and working alongside a multi- • Contribution to team development across the all phases (e.g. coaching, mentoring, INSET for employees).
Skills and Abilities	<ul style="list-style-type: none"> • Clear vision and leadership skills: ability to lead and manage people as individuals and to develop the common goals of a team. Able to challenge, motivate and inspire others. • Able to think analytically and creatively and demonstrate initiative in solving problems. • Excellent written and verbal communication skills. • Ability to think and plan strategically and to respond flexibly to change. • Ability to organise work, prioritise tasks, make decisions and manage time effectively, recognising the importance of work/life balance. • Ability to engage and motivate students who may find learning a challenge. • Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to pupils. 	<ul style="list-style-type: none"> • The ability to support and enable staff through effective delegation. • Ability to support the management of change. • Ability to lead and work in a team. • Possess the skills to lead child protection and safeguarding with up-to-date knowledge of relevant legislation and guidance.